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| GEETA SAHU  HR PROFESSIONAL  **CONTACT**  Address – Flat No. E - 11, Adhiraj Complex, Second Floor, Sector – 8, Plot No.8,  Kharghar, Navi Mumbai  Phone - +91 8459981021 / +91 7066092684  **Email: [geeta3shr@gmail.com](mailto:geeta3shr@gmail.com)** |
| **SUMMARY**   * ***Certified Masters in Management Studies, specialization in HR with more than 08 years of extensive experience in Human Resources.*** * ***Human Resource Manager seeking a role in a progressive organization where superb planning, monitoring, employee evaluation, and management skills will be fully utilized.*** |

**EDUCATIONAL QUALIFICATION**

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| **2009**  **MASTERS IN MANAGEMENT STUDIES, STERLING INSTITUTE OF MANAGEMENT STUDIES**  Completed with Distinction |
| **2010**  **BACHELOR OF LAW, G.J. ADVANI LAW COLLEGE**  Completed with Pass Class  (F.Y.LLB – Completed in 2006, S.Y.LLB- Completed in 2007) |
| **2000**  **BACHELOR OF ARTS, DR T.K. TOPE ARTS & COMMERCE NIGHT COLLEGE**  Completed with Second Class |

**WORK EXPERIENCE**

**11/07/2022 – 13/01/2023**

**HR AND ADMIN MANAGER**

**MINDSPACE SOFTWARE TECHNOLOGIES PRIVATE LTD.**

* Would involve oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development and processing of payroll
* Oversee administrative functions Generating official documents such as Offer letters, Termination Letter, Experience / Relieving Letters, Warning Letter, Amendment letter, Exception letter, Confirmation letter, Certificate of employment

**07/12/2021 – 07/07/2022**

**HR EXECUTIVE, EXCIS COMPLIANCE INDIA PRIVATE LTD.**

* Generating official documents such as Offer letters, Termination Letter, Experience / Relieving Letters, Warning Letter, Amendment letter, Exception letter, Confirmation letter, Certificate of employment
* Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations
* Maintaining physical and digital files for employees and their documents, benefits and attendance records.
* Support the development and implementation of HR initiatives and systems.
* Provide counselling on policies and procedures
* Support the management of disciplinary and grievance issues
* Maintain employee records according to policy and legal requirements
* Validate Essential documents before issuing the 'Offer Letter' such as Pan Card, Highest Degree Certificate, Nationality Proof etc.

**02/03/2020 – 31/10/2020**

**HR MANAGER, KHARGHAR MEDICITY HOSPITAL.**

**(PRE-ACCREDITED NABH ENTRY- LEVEL)**

* To Supervise Core HR Activities of Staff
* Manpower Planning, Recruitment Selection, Joining Formalities, Staff Induction, Employee Attrition, Control Monitor, Exit Formalities, Privileging Credentialing of Staff
* Statutory Regulatory Requirements i.e PF, EPF, Gratuity
* Handling Legal Employee Grievance Benefits
* Training and Development
* Staff Motivation Recognition
* Assist in Handling Issues
* Time Management
* Leave Management
* Assist in Pay Roll
* Support development of HR Manuals, Formats, Documentation
* Execution of Employee Engagement Activities
* Systematic Goal Setting for Review Process of all Relevant Employees, Periodic Appraisals

**13/06/2018 – 25/02/2020**

**HR EXECUTIVE, POWERMECH SERVICES PVT. LTD.**

* Onboarding and Induction. Joining formalities of new employees
* Files completion, HR Operations
* Timely confirmation of employees
* Grievance redressal/ Discipline
* Supporting payroll team for attendance every month
* Training sessions, content development and training delivery
* Arranging and conducting interviews/ initial screening the candidates
* Following up on interview feedback and status
* Responsible for offer, negotiation and closer process
* Extending support for employee engagement activities

**06/05/2013 – 09/06/2018**

**SR. HR EXECUTIVE, SOURCE NOW**

* Handle end to end recruitment cycle
* Sourcing and Scheduling Interviews
* Screening and interviewing candidates based on Clients Requirements
* Scrutinizing the potential candidates through various job portals, references, internal and external database
* Maintaining and updating database of candidates on a regular basis
* Liaison between the Client and Candidates
* Negotiating the compensation packages, notice periods and coordinating the other aspects to get the candidate on board

**01/06/2011 – 31/12/2012**

**LECTURER, LORDS UNIVERSAL COLLEGE**

* Teaching subjects such as Principles of Management, Organizational Development, Foundations of Human Skills etc. Organizing guest lectures, industrial visits and outings
* Assisting in organizing sports competitions, cultural events etc.

**13/06/1997 – 31/03/2005**

**ASST. TEACHER, SHRI B.A.M. SCHOOL**

* Teaching all subjects
* Training students for appearing in Scholarship Exam and competitions

**SKILLS**

* Employee relations
* Onboarding
* Performance Management
* Scheduling

**PERSONAL DETAILS**

Date of Birth: 03rd March 1977

Nationality: Indian

Languages: English, Hindi and Marathi

Marital Status: Unmarried

Hobbies: Yoga and Reading

DECLARATION: I confirm that the above information furnished is true to the best of my knowledge and belief.

Date:

Place: Signature:

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