

Kanika Vashishtha

Mumbai, Maharashtra

9082178851 | vashk6213@gmail.com

Objective

Highly dedicated HR Professional seeking for good opportunities and similar role in a progressive organization where superb planning, monitoring, employee evaluation, and management skills will be utilised.

Experience

- **P.I. Private Limited**

January 2018 - April 2021

Human Resources and Administrative Executive

1. Recruitment & Selection :

- Sourcing, Screening and initiating the interview process.
- Handled overall recruitment, Induction, onboarding process.
- Handled resumes sourcing from Indeed, LinkedIn, Naukri.com, Glassdoor.
- Created Comprehensive Compensation packages for prospective hires.

2. Training & Development :

- Identified training needs.
- Implement the training time to time to ensure the better performance of employees.
- Designed and developed training programs for future needs.

3. Attendance Management :

- Punch In or out time.
- OT Management.
- leave Management.
- On yearly basis preparation of holidays Management sheets.

4. HR Policies Management:

- On quarterly, half yearly or yearly basis policies review and update.
- Budgets planning.
- Increment planning.
- OT planning.

5. Legal Compliance Management :

- Payroll Management.
- Encashment Process management on yearly basis.
- Salary process Management.

6. Appraisals Management :

- Performance Management.
- Performance Review meetings on quarterly basis for future growth.

7. Employee Engagement :

- Created a comprehensive and sustainable employee engagement strategy.
- Created and/or edit tools, training materials, and resources to help partners and leaders successfully build action plans based on survey results.
- Responsible for Planning and Executing monthly and Yearly Employee Engagement events like Birthday Celebrations, Diwali Party, etc.

8. Exit Formalities :

- Conduct Exit Interviews.
- Exit documentation process.

- **Knackroot Technolabs LLP**

June 2021 - Oct 2022

Human Resources Manager

1. Talent Acquisition (Recruitment) :

- Data collection of Manpower requirement.

- Sourcing of resumes from Indeed, LinkedIn, Naukri.com, Glassdoor.
- Screening of the selected resumes.
- Initiate the interview process.
- Identified gaps in the candidates resumes and make a list of it.
- Gathered Feedback after the final interviews.
- Created Comprehensive Compensation packages for prospective hires.

2. Performance & Talent Management - (From performance planning to performance appraisals) :
- Coordinate and facilitate performance planning, performance review and performance appraisals.
 - Tracking compliance of calendar and processes in line with schedule.
 - Assessed Appraisal rating and convert into an execution able compensation plan.
 - Performance Appraisal related analytics.
 - Design and execute Potential and Leadership Assessment.

3. HR Operations :
- Responsible for ensuring employee lifecycle delivery from Recruitment to Exit.
 - Maintained HRMS.
 - Managed payroll, Statutory Compliances.
 - Statutory obligations pertaining to HR and 100% Compliance.
 - Maintained / Update Strategy Map of organization.
 - Maintained / Update Work Responsibility Sheet (WRS) system.

4. Benefits Administration :
- Designed Performance linked Incentive schemes and administration.
 - Worked on salary revision proposals.
 - Exposure to Retention Plans.

5. HR Analytics :
- Payroll Analysis, Manpower Trend Analysis, Key Performance Indicator Analysis.
 - Complete all analytics related to Monthly MIS and present to Management
 - Manage HR Budgets and perform Cost Analysis.

6. Training and Development :
- Identified Training Needs.
 - Preparing of Training Calendar.
 - Conducted inductions and other training programs.
 - Maintained training effectiveness and efficacy.

7. Employee Engagement :
- Created a comprehensive and sustainable employee engagement strategy.
 - Created and/or edit tools, training materials, and resources to help partners and leaders successfully build action plans based on survey results.
 - Responsible for Planning and Executing monthly and Yearly Employee Engagement events like Birthday Celebrations, Diwali Party, etc.

Education

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| <ul style="list-style-type: none"> • Rajasthan Technical University
B.Tech | 2017 |
| <ul style="list-style-type: none"> • California State University
PGDM in Human Resources Management | 2023 |

Skills

- Time Management
- Convencing Skills
- Team Management
- Strong Verbal Communication
- Strong Written Communication
- Performance Management
- Advance Excel
- Presentation Skills

- Microsoft Word
- Quick Learner

Projects & Certification

- 1. Certified POSH Training by CSUSB - AMA
- 2. Projects - Employee Retention, Employee Value Proposition, Role of gamification and meraverse in HR.
- 3. Leadership styles & it's impact
- 4. Employee Experience