

ANJALI SAINI

Address:

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Over 5 years of experience in the human resource field with assignments in payroll compensation management, attendance management, leave management, grievance handling, onboarding & induction, PMS, supporting recruitment, policy & procedure, employment engagement activities, HR Operations & MIS.

Career & Job Profile

Holiday Travel Triangle Pvt. Ltd. (Noida)

Assistant Manager - Payroll Operations

August 2015 – June 2017

Roles & responsibilities:

- Ensure timely submission, processing, validation of payroll data includes new joiners data with CTC structures, left cases, variable earning & deductions, salary correction, attendance input (LOP, leave encashment, leave balance).
- Prepare and supervise payroll input data for salary processing.
- Checking and auditing of all payroll register and reports.
- Responsible to respond all payroll (Salary, ESI, PF, FNF) related queries.
- Handle full and final settlements of resigned employees.
- Up keeping of payroll data for KPMG audit purpose.
- Attendance & leave management.
- Monitoring the leave management system & preparing attendance details for monthly compensation calculations to payroll.
- Effectively managing the basic leave and attendance policy.
- Reconciliation of leave on quarterly basis for audit purpose.
- Responsible for calculating & preparing PF & ESI challan calculations sheets.
- Maintaining employee personal records and employee database.
- Preparing department wise MIS salary costing reports.
- Handle the internal and external (KPMG) Payroll auditing process.

Achievements:

- Received award in April 2016 for handling payroll manually for 300+ employees very efficiently.
- Received award in March 2017 for handling payroll (attendance, leaves management, FNF's, variables) efficiently.
- Received appreciation emails from core team members many times for handling payroll operations smoothly, timely & efficiently.
- Appreciated for handling KPMG payroll audit successfully.

Surge Industries.

Kala-Amb, District – Sirmour Himachal Pradesh

HR Executive | May 2013 to Jan 2015

Payroll Processing:

- Responsible for processing employee salary every month. Had to consider various factors like employee attendance, leaves taken, loans, advances, reimbursements etc.
- Pre-auditing the pay slips for zero error, taking management approval.
- Ensured timely submission of employee ESI & PF related various payments, deductions and remittances as required to comply with law.
- Handling grievances & PF claims of ex-employees.

Training & Development:

- Planning and conducting orientation & induction for new employees.

- Identification & Analysis of training & development needs for staff and workers. Scheduling various training for them & preparing training calendar.
- Encouraging participation of employees in various organizational level events.

HR Administration:

- Preparation of full & final settlement, offer letters, appointment letters, confirmation letters, increment letters, relieving letter and conducting exit interviews.
- Communication of HR policies across the organization at all levels.
- Planning, directing, supervising and coordinating, work activities of admin staff.
- Generating HR related MIS (late arrivals, continuous absenteeism), various reports on daily/weekly basis for senior management.

Employee Engagement Activities:

- Conceptualized and implemented internal employee-focused magazine with fun columns, news, featured stories and opportunities. "Employee of the Month" column was much anticipated.
- Created a platform where employees can come and express their ideas, experiences and aspirations.
- Created a "Hall of Fame" section on company notice board where Employee of the month gets listed every month.
- Conducting various HR activities to motivate employees like rewards and recognition.

Sarv Bio Labs Pvt. Ltd.

Kala-Amb, District – Sirmour, Himachal Pradesh

HR Executive | Aug 2011 to Dec 2012

Generalist:

- Joining formalities, induction programme and trainings for new employees.
- Preparation of full & final settlements, keeping track of statutory compliances.

Management Information System & Personnel:

- Maintenance of personal files, leave records, attendance and MIS report preparation.
- Setup a system / process that handled the first-year milestones for new employees, like Joining formalities, induction programme, training, appointment letters, probation & confirmation letters.
- Preparation & implementation of HR related SOPs that includes annual appraisals and coordination between different departments.

Training/Seminars

H.M. Steels Ltd. (Kala-Amb, Himachal Pradesh)

➤ *Winter Training | 45 Days | Effectiveness of Training & Development*

Here I learned about the importance of Training and Development and how it plays a vital role in the effectiveness of organizations.

Reliance Money (Panchkula, Haryana)

➤ *Summer Training | 45 Days | Sales and Marketing Strategies of Different Insurance Companies*

Here I learned that although the two terms are often used interchangeably, sales plans and marketing plans are not identical.

Blue Star Ltd. (Kala-Amb, Himachal Pradesh)

➤ *Winter Training | 49 Days | Team Leadership*

Here my learning was about the importance of team leader in an organization. He is someone who provides direction, instructions and guidance to a group of individuals, for the purpose of achieving a certain goal.

Educational Qualifications

- MBA in Human Resource from L.R. Institute of Management, Solan, Shimla University, H.P, (2009).
- Bachelor's Degree in Arts (Economics), Shimla University, H.P, (2007).

Personal Particulars

Date of Birth: 12th November 1987.

Marital Status: Married.