

IAN MACHADO

HRSS Analyst

CONTACT

(+91) 7977906924



machadoian06@gmail.com



Santacruz East, Mumbai



EDUCATION

Master in Management Studies

Mumbai University, Mumbai

Bachelor of Management Studies

Mumbai University, Mumbai

CERTIFICATION

People Analytics & Digital HR

IIM, Indore

Introduction to Cybersecurity

CISCO

Data Visualization in Tableau

Pro Touch

Post Graduate Program in Data Science and Business Analytics

The University of Texas at Austin

Pursuing

RESUME OBJECTIVE

Prospective data driven analyst who strives to pose and answer questions with quantitative-driven insights. Through development of personal projects and courses. I have learned the importance of having an iterative, Hypothesis-Oriented approach to analysis. I am eager to leverage that approach as data analyst.

PROFESSIONAL EXPERIENCE

HR Executive

In Solutions Global / Mumbai / 2018 – Aug 2021

1. Onboarding

- Coordinating for New Joiners Onboarding process & Creation of Ids.
- Induction & HRIS System Training.

2. Payroll Management

- Manage end to end payroll input process.
- Provide New joiners data, Salary structure, Data updates, Exit Report & Maternity Cases to Salary team.
- Verifying and updating the absconding cases to ensure no excess salary is paid.
- Audit salary sheet for HR inputs & Coordinate with salary team till salary has been disbursed.

3. Employee Relation & Grievances

- Assisting Employee with HRIS System & HR related queries.

4. Learning & Development

- Analyze and gathering training requirements with Line Managers.
- Plan & Facilitate training program across the organization.
- Conduct Assessment and collect Feedback after every training session.

5. HR Audits

- Representing & Coordinating for Internal & External Audits.

6. Exit Management

- Managing end to end exit process for organization.
- Coordinating with Manager & Employee for exit procedure.
- Following up with various departments for Clearances for Exits.
- Issuing of Experiences & Relieving Letter.
- Maintaining Exit Data.

SKILLS

Communication



Problem Solving



Leadership



MS Office Proficient



Analytical



Power BI



Tableau



Python



7.Reports

- a. Audit Reports.
- b. Attrition Reports.

Senior Executive

Times Network / Mumbai / Aug 2021-Present

1. HR Automation Projects

- a. Automation of all Letters.
- b. Exploit Zing HR capability for automation of HR

2. Exit Formalities

- a. Registration of Resignation into FnF system.
- b. Coordinate for smother process for approvals from various department.
- c. Rechecking of the Final settlement Amount.
- d. Processing of Reliving letter after completion of Exit process
- e. Maintain FnF tracker.
- f. Run Separation on SAP for exited Employees.

HRSS Analyst

Mott Macdonald / Mumbai / Feb 2022 – Present

- Case Management through the Mott MacDonald MyHR system
- Cases will include requests such as: reference requests, contractual changes, maternity, paternity, shared parental, resignations, new starter, probation etc
- To gain knowledge and understanding of the processes within the HRSS team
- To answer calls into the HRSS team in a timely manner
- To become familiar with the requests that come through to the HRSS inbox and gain an understanding of how to process
- Processing accurate information within the HR systems
- Reporting – to complete actions required for monthly / ad-hoc reports such as QA, payroll reports, starters/leavers, long service awards
- Provide support when requested for other ad-hoc tasks/projects.