

NAHID JAHAN
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About

7.6 years of extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, conflict resolution, benefits and compensation, HR record management, Hr policies and legal compliance. Demonstrated success in negotiating compromises as a liaison between Management & employee.

Professional Experience

Presently working experience as a HR Manager.
3 Years working experience as a HR Manager.
2 Years working experience as a HR Executive.
1 Years working experience as a Tele Marketing Head (TL).
2 Years working experience as a Customer Care Executive.

Working Experience :

Organization : Vaylan Health Care Pvt. Ltd
Duration : Since December 2018 to Till now.
Job Profile : HR Manager.

Duties and Responsibilities:

- Managing the employee's on boarding process (Joining formalities including documentation process, background checks and issuance of joining letters).
- Responsible for Induction programme of new joiners.
- Using Job portals and other resources to find the best candidates for each opening. Well versed with the recruitment cycle and implementing the strategies on recruitments.
- Directly coordinating with CEO of the company in regards to day to day operations and strategies.
- Responsible for the retention of the employees, exit interviews and exit formalities (Full and final settlement).
- Designing salary structures as per the compliance under labour laws of the particular region. (UP & Maharashtra).
- Maintaining employee data base on HR portal as well as proper file records.
- Payroll processing and issuance of pay slips.
- Attendance management on monthly basis.
- Leaves management.
- Working on Unified portal for the enrolment of new employees in PF and monthly challans creation on unified.
- Deduction of all taxes as per the state law from employee's remuneration coordinating with the finance.

- Hiring consultants as per the need generated.
- Development and implementation of human resource policies.
- Undertake tasks in performance management for the appraisal process.
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve their issues.
- Conducting activities at stores time to time for employee engagement.

Professional Skills

- Recruitment/Selection
- Documentation
- Benefits/Compensation
- Payroll Processing
- Attendance Management
- Leaves Management
- Provident Fund
- ESIC
- Gratuity
- Grievance handling
- Employee Performance management
- Employee Relation
- Employee Induction Programme
- Statutory Compliances/ Labour
- Laws
- HR Policies
- Training and Development

Working Experience :

Organization : Naturaxion Bio Pharma Pvt. Ltd

Duration : (November 2015 –November 2018).

Job Profile : HR Manager

Working Experience :

Organization : GISI Ecreations Pvt. Ltd

Duration : (September 2013 - August 2015).

Job Profile : HR Executive.

Duties and Responsibilities :

- Dealing with the walking candidates and coordinating with the HR Manager for lining up the interviews.
- Keeping Candidates Informed about the feedback. Scheduling and coordinating Interviews for Short-Listed Candidates. Following up on Offered candidates and keeping track of their joining Process.
- Submitting expense bill to finance and getting them reimbursed for all vendors.
- Drafting all circulars, notices etc as per the management requirements to all employees.

- Handling Payroll, PF, ESIC of employees.
- Generating Offer and Appointment letters for the new hiring.
- Taking care of bank accounts opening of new employees.
- Maintaining proper files records.
- Generating salary in the organization.
- Maintaining records of attendance of each employee of the firm.
- Using Microsoft word, Excel etc to produce correspondence and documents and maintain records for employees personnel and professional details.
- Conduct training for the new joiners in the company also give them training regarding all company products and company's hr policies.
- Convey the rules and regulation to the members of organization.
- Maintain leave records of the employee.
- Fetch Information of candidates from job portals also post jobs on the same.

Working Experience :

Organization : Journey By Jukaso Pvt. Ltd

Duration : (November 2012 – August 2013).

Job Profile : Tele Marketing Head (Team Leader)

Working Experience :

Organization : Samradhi Agritech India Pvt. Ltd

Duration : (January 2010 – June 2012).

Job Profile : Customer Care Executive.

Technical Skills

Operating Systems : Windows (XP), Windows (vista), Windows 7, Windows 8.1
 Office Package : MS Office 2003, 2007
 Others : Language C, C++ & Tally ERp 9, Visual Payroll software.
 : Computerized Professional Accounting (C-PAC).

Extra Curricular Activities :

- Participated in HR role play 2011 in Sikkim Manipal University.
- Participated in Extempore and Quiz 2011 in Sikkim Manipal University.
- Participated in Advertising Skills 2011 in Sikkim Manipal University.

Educational Qualification

MASTER OF BUISNESS ADMISTRATION

MBA from Sikkim Manipal University .

BACHELOR OF ARTS

- From Lucknow University, LUCKNOW
- Year of Passing 2010

INTERMEDIATE

Higher Secondary: from U.P Board

- Done in ARTS Stream
- In the Year 2006

HIGH SCHOOL

High School: from U.P. Board

- In the Year 2004

Personal Details

Hobbies : Outing, Making new friends, and Internet surfing.

Skill set : Self motivated, pragmatic, easily acclimatized, extrovert.

Marital Status : Unmarried.

Date :

Nahid Jahan

Place