

NIDHI MISHRA

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Date of birth: 18.08.1988

Nationality: Indian

Marital status: Married

UAE Residence Visa: Valid till September 2023

Valid UAE Driving License



SUMMARY:

Dedicated Administrator and Human Resource professional with 8 years and above experience in different roles. Proficient in English & Hindi (spoken & written), Adept in MS Office (Outlook, Word, Excel, PowerPoint), fast typing skills, Good analytical and reporting skills, data management, communication and drafting. Proficient in using HRMS database management system, ERP system, MS Excel (all formulae including VLOOKUP, Pivot and Count etc.)

PROFESSIONAL EXPERIENCE (9 YEARS)

- Working with GTGC Technical Services LLC, Dubai as HR & Admin Assistant since June 2019-present.
- Worked with Bhilai Steel Plant, a unit of **Steel Authority of India Limited (Government Organisation)** as a Junior Manager (HR) from January 2016-February 2019.
- Worked with **Food Corporation of India (Government Organisation)** as an Assistant from December 2012-January 2016.

HR & ADMIN ASSISTANT (GTGC TECHNICAL SERVICES LLC, DUBAI, UAE):

- **Handling entire employee onboarding and exit processes**
 - Advertising any vacancy of the organisation and screening relevant CVs for the position.
 - Scheduling, managing and conducting initial round of interviews for the advertised position.
 - Completing all formalities related to onboarding of the candidate. Handling the employee orientation. Preparing offer letters and contracts.
 - Collect and check all submitted documents and liaise with PRO for Visa application.
 - Making necessary arrangements for employees' accommodation and travel.
 - Prepare termination, End of Contract letters whenever required.
 - Schedule the exit interviews of the employee with the Managers.
 - Prepare the final settlement of the employee and get it signed by authorized signatory.
- **Handling Payroll and Benefits administration**
 - Maintain new joiner's data and payments as per their joining date
 - Getting the new bank accounts opened for the employees.
 - Updating attendance, overtime and leaves record of more than 600 employees
 - Maintain exit employees' data and final payments details as per last working date.

- Keep up to date records of all increments due, advance given, fine deductions, allowances, arrears, EOSB payments in case of Visa transfer etc.
- Check RTA fines record for Company vehicles and payment of fines,
- Consolidate all documents and data and then prepare the salary file for the month
- Processing payroll, which includes ensuring all leaves and overtime details are tracked in the system.
- Preparing salary file to be uploaded in C3 Rakbank salary portal. Preparing SIF file for salary transfer through bank account holders.
- Ensuring WPS compliance through MOHRE application every month. Filing WPS Salary statement for every month.
- Answering and resolving all queries of employees related to payroll.
- Providing resolutions to any payroll-based errors.
- Process the EOSB payment for the employee after all clearance is received

➤ **General Administrative Tasks & Record Maintenance**

- Maintaining current HR files and databases. All record entries to be done in ERP based HRMS (Human Resource Management System) software
- Updating and maintaining employee benefits, employment status and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions.
- Preparing and issuing warning letters for employees with high absenteeism.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Keeping a record of daily attendance of employees on different site locations.
- Generating and reviewing Weekly and monthly reports and correcting any anomaly
- Completing termination paperwork and assisting in exit interviews
- Preparing monthly reports related to manpower, absenteeism, insurance update, Vehicle details.

➤ **Insurance related**

- Handling the entire procedure related to employee's medical insurance addition and deletion and renewal
- Addition and deletion of employees in Workmen Compensation. Filing for Workmen Compensation claims in case of accidents.
- Handling vehicle insurance and renewal process. Ensuring the vehicle passing is done on time and renewal is done before the vehicle registration expires.

JUNIOUR MANAGER-HR (STEEL AUTHORITY OF INDIA LIMITED, INDIA):

- Handling all establishment functions and service matters of approx. 1500 employees.
- Assist in creating and implementing HR policies and procedures.
- Assessing Training needs and devising training modules in consultation with Line Authorities and monitoring Training programs.
- Conducting employee appraisal and recognition programs.
- Dealing with inter-department and inter-unit promotion and transfer of employees.
- Maintaining statutory compliances as per labour laws
- Regular inspections of safety and welfare facilities of employees of three factories.
- Hands-on experience of working on employee database HRIS (Oracle based HR software) which covers the entire service record of employees.

- Dealing with all time bound promotion and upgradation of employees in adherence to government norms.
- Administration of disciplinary matters as per company rules.
- Conducting regular communication exercises with employees to spread awareness about important issues.
- Improving Employees' productivity by involving them in Suggestion Scheme and Quality Circles.
- Handling orientation and on-boarding functions of all trainees and new-joiners. Also managing all functions related to employee separation/exit like Exit survey/Interview.
- Registering all employees for Biometric attendance and monitoring their punch-in/out timings.
- Provide all administrative support to HOD, line officers, staff and employees.
- Handling routine administrative and secretarial work.
- Handling all intra and inter department correspondence through emails, letters, notices, circulars and memos.
- Maintaining updated records of employees' database in system software.
- Handling and filing all documentation related to employees.
- Collecting data from various departments and preparing monthly reports.

ASSISTANT (FOOD CORPORATION OF INDIA):

- Maintain both manual and online database of employees.
- Make photocopies, fax documents and perform all clerical functions.
- Prepare files of new employees.
- Record keeping, filing, typing and document control
- Write letters, memo, emails and maintain files related to all office correspondence.
- Draft replies of any queries pertaining to third party.
- Handling all establishment functions and service matters of employees.
- Responsible for handling administrative duties, place orders, check emails and calls.
- Responsible for documenting and distributing all notices, decisions, and orders to the personnel and managing internal communication.
- Assist in audit of service records of employees by other departments.
- Maintain accurate, up to date documentation on manual and system software (FAP)- Oracle based software
- Preparing reports and excel sheets for data management in the organization and recording all company correspondence with the most appropriate files management.

PROFESSIONAL QUALIFICATION:

Course	Institute & University	Year of Passing
MBA (HR & IT)	Guru Gobind Singh Indraprastha University, Delhi, India	2010
BA (Hons.) English	Kirori Mal College, University of Delhi, India	2008