

Profile

Senior HR Executive with 2.6+ years of experience in initiating on-boarding paperwork for newly hired employees across United States and Canada. Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

Work Experience

📅 05/2019 – 11/2021 📍 DELHI, INDIA

Senior US Hr Executive
Next Level Business Services Pvt. Ltd,

Job Responsibilities

- Initiating on-boarding paperwork for newly hired employees across the United States and Canada.
- Delivering a superior new hire experience by providing high level of customer service and maintaining quality throughout the on-boarding process.
- Ensure the completion and accuracy of on-boarding processes and paperwork, while maintaining data integrity.
- Responsible for maintaining compliance by timely completing E-Verification and I-9 forms.
- Keeping a daily check of emails for any queries and issues raised by employees Providing on-call/email support to resolve the issues to the reasonable satisfaction of the employees.
- Preparing employment verification letters for employees as and when requested.
- Sharing reports on daily and weekly basis to AM and CFO about e-verification, Background check, and document status of employees.
- Addressing the queries of new hires regarding their payroll and contracts
- Informing new hires on their initial tasks (e.g. activation of accounts and programs to install)
- Ensuring technical assistance for properly setting up the hardware/software of new hires.

📅 06/2018 – 01/2019 📍 INDIA

Trainee
Journeys World Holidays Pvt Ltd

Practical Training in various airline reservation system like Amadeus, Galileo and Abacus as well as basic tour operation.

Certificates

Diploma in Aviation and Hospitality Management

Diploma in IATA

STED council Diploma Airport Management

BSS Diploma in Cabin Crew Management

Bhavya Lekshmi



Personal Information

🇮🇳 Indian
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🌐 Visit Visa

Languages & Computer

English

Malayalam

Hindi

Tamil

MS-Office/Word/Excel

Education

📅 2015 – 2018 📍 INDIA

Bachelor of Business Administration
Airocis College of Aviation & Management Studies

Strengths

Working under pressure

Communication

Managing

Teamwork