

Kratika Kavra

D-1002, Express Greens Apartment, Vaishali, Ghaziabad, Mob.: 9873561898, email Id.: kratikakavra@gmail.com

- ❖ Certified Professional in Human Resources Management by YMCA, Delhi offering a 5.5-year career distinguished in Human Resource Management.
- ❖ Extensive background in HR generalist affairs, including experience in performance management system, employee recruitment, conflict resolution, benefits and compensation, HR records management, Right to Information, Staff Welfare Funds and legal compliance.
- ❖ Performance Management system.

HR SKILLS

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|-----------------|---------------------------------|-----------------------------|
| • HR Generalist | • Staff Recruitment & Retention | • Orientation & On-Boarding |
| • Promotions | • Employee Relations | • Appraisal system |
| • Staff Welfare | • Performance Management | • Right to Information |
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PROFESSIONAL EXPERIENCE

M4 SOLUTIONS PVT. LTD.

deputed at The Institute Of Chartered Accountants Of India-Head Office, New Delhi

A statutory body established by an Act of Parliament, viz. The Chartered Accountants Act, 1949 (Act No. XXXVIII of 1949) for regulating the profession of Chartered Accountancy in the country.

Management Trainee (HR), June-2017 to Present

Responsible for delivering value added services that focus on Performance management System (Pan India). Worked with senior management to create Performance Appraisal procedures, processing staff welfare funds, timely dispensing of RTI, create promotion databases.

Performance Management System

- Played a key role in successful releasing of promotions of approx. 400 employees, preparing compensation structures, assisting in preparing result sheets, sending promotion letters to employees.
- Preparing Data of interaction for Departmental Promotion Committee for promotions, booking rooms, getting link generated for video conferencing.
- Executing yearly appraisal process, Effective communication to employees.
- Assisting in the entire process of Annual Performance Report / Performance Appraisal PAN India basis. Completing the missing APRs on priority in respect of cases pending for promotion, Preparation & Maintenance of ACR Files.
- Handling queries on revised format of Self-Appraisal and APR.
- Prepare Special Performance Reports (SPRs) with respect to employee and send it to respective Head of Departments.
- Ability to prioritize and manage competing work assignments in a time sensitive environment.
- Prepare daily, weekly, and monthly reports for senior managers.
- Collecting & maintain Annual Performance Report tracker.

Previously handled - Outsource Manpower Management

- Contractual Manpower management- hiring contractual manpower and maintaining their database through

the manpower agency.

- Ensuring that we are totally compliant w.r.t their Wages/PF/ESI etc.
- Checking the regular attendance and leave data for contractual employees.
- Preparation of advance & full & final payment notes to manpower contractor.
- Joining & exit formalities.

Miscellaneous tasks

- Responsible for preparing sheet for Staff Welfare Funds.
- Drafting replies of RTIs within the specified time.
- Maintaining RTI tracker.

Bright Consultant – New Delhi

HR Executive (Recruitment) Feb 2016 – Jan 2017:

- End to end recruitment across various domain viz, Finance & Accounts, BFSI, Investment Banking, RPA hiring ensuring timely fulfilment within TAT maintaining quality of hire. Adept in acquiring talent for niche positions by specialized mapping, headhunting & through social and professional networking sites.
- Understanding the client's requirement with respect to the industry, company and position and identifying the key skills and aptitude required to fill the position.
- Create requisitions, review resumes for quality, monitored rates and mark-ups. Upon finding a resource: extend offers, negotiate rates, Compensation and benefits discussion, confirm acceptance, facilitate management approval and oversee on the boarding process.
- Responsible for C&B discussions and closure with candidates and ensuring the task completion within defined SLA for all candidates hired.
- Maintaining MIS regarding interview status report, recruitment update and monthly progress report
- Conducting Regular Market Analysis for Compensation being offered.
- Minimizing cost per hire by effectively sourcing of candidates
- Candidate management and follow up through on boarding process.
- Effective utilization of internal and external sources of recruitment like (PAN India hiring, consultants, employee referrals, job sites, social media, recruitment drives etc.)
- Strong expertise in using job portals.
- Conducted various recruitment drives in different cities.
- Managing post offer follow up and document collection.
- Performed background verification (BGV).

Academic Qualification:

MBA-HR by Sikkim Manipal University

B. Com (H) by University of Delhi

1 year Certification in HRM by YMCA