



# NAMITA NAIK

## SR. PROCESS EXECUTIVE

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-  Rm No. 605, Bldg No. 4, Shree Saishivshahi CHS, Prabhadevi, Mumbai- 400025
-  13th May 1999
-  English, Hindi, Marathi

## ACHIEVEMENTS, PROJECTS & PARTICIPATION

- Received the "Winners of the Spot Award for handling payroll efficiently- Quess Corp Limited.
- Research project on Training Need Analysis in IT Sector.
- Human Resource Professional Course – LEVEL 1.
- Participated in Event Management Workshop.
- Participated in DLLE (Department of Lifelong learning extension cell) (Status of Women in Society).

## SUMMARY

- Gained strong skills by managing end to end employee life cycle.
- Demonstrated organizational and time management skills while managing multiple client.
- Organized and detail – oriented with a strong work ethic.

## WORK EXPERIENCE



### QUESS CORP LIMITED

(May 21 to Present)

#### SR. PROCESS EXECUTIVE

- Taking care of on-boarding, Offer generation, Salary annexure, Attendance management.
- Handling payroll, head count- 1800 employees approx.
- Exit formality, F&F settlement.
- Handling ESIC, PF and Insurance queries.
- Operational work and coordinating with internal team.
- Preparing reports as and when needed.
- Client servicing and coordination.
- Handling overall employee life cycle



### GEOCHEM LABORATORIES PVT. LTD.

(Dec 19 to May 21)

#### JR. HR. OFFICER

- Generation of monthly salary on Spine HRMS software, handled approx. 600 headcount.
- Generating Stipend of overall 100 trainees of all branches.
- Maintaining data of attendance of all employees.
- Familiar with statutory compliance like PF, ESIC, PT and ensuring on time payment of the same.
- Ensuring on time payment of mobile bills of corporate accounts.
- Assisting with the day to day operations of Human Resource/ Admin department.
- Providing clerical and administrative support to Human Resource executive.
- Keeping records of new joiners and collecting documents & forms like PF, ESIC & bank details to generate/ link ESI and UAN No. and coordinate with consultant.

## HIGHEST EDUCATION



### MASTER OF BUSINESS ADMINISTRATION (MBA) IN HUMAN RESOURCE MANAGEMENT

- INSTITUTE: Narsee Monjee Institute Of Management Studies (NMIMS).
- Currently Pursuing



### BACHELORS OF MANAGEMENT STUDIES IN HUMAN RESOURCE MANAGEMENT

- INSTITUTE: Sies College Of Arts, Science And Commerce, Nerul.
- PASSED IN: 2019