

## ANIMA ARUNA MINZ

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### Job Objectives:

Human Resource Professional with a strong career reflecting Business management and people management qualifications coupled with 'hands-on' experience of 7.9 years plus in:

- Talent Management, Talent Acquisition, Training & Development, Payroll & Time office Management, Statutory Compliance, Policy Development
  - Induction & Orientation, Employee Engagement Activities, Contract Labour Management, Resolving Industrial Relation issues
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### Profile Summary:

- A good team player with 7.9 years of rich & quality experience in Human Resource & Administration Management along with strong communication skills.
- Adept at handling day-to-day HR and Admin activities in coordination with internal / external departments for ensuring smooth business operations
- Skilled in maintaining peaceful & amicable work environment in the organization and initiating measures for the benefit of people in the organization
- Experience in managing modern HR and Admin systems and resolution of employees' grievances
- Demonstrated acumen in handling Talent Acquisition, Competency Mapping/Skill Matrix, Compensation Management, Career Development and Employee Development Programs
- Strong ability to understand a situation quickly
- Effective communication & interpersonal skills and hands on experience in Industrial relation.

### Organizational Exposure:

- Worked Aug 2022 to June 2024 with Aws Quality Technologies from as HR Manager.
- Worked Dec 2020 to July 2022 with iNest Web Pvt. Ltd as HR Manager.
- Worked Jan 2015 to Nov 2020 with Intarvo Technologies Pvt. Ltd as "SR. EXECUTIVE"- HR

### Core competencies:

## Human Resource

### Recruitment & Selection:

- Handling up to end recruitment process. (SAP Recruit, Zoho Recruit.)
- Sourcing profiles through job portals (Naukri), candidate referrals, job posting, company database, headhunting Consultants & screening the CVs and conducting HR validation.
- Conducting preliminary interviews & salary negotiations with identified candidates

- Ensuring timely hiring of approved head count as per the defined hiring standards
- Planning, organizing & coordinating walk-in interviews for different requirements, Visiting colleges for campus recruitments
- Train the managers on effective handling of talent & performance issues; enabling them for Proper feedback & development of employees through Interview Essential Training.

#### Induction & Orientation:

- New Joiner Documentation, offer letter, Appointment letter, pay structure, Bank Account Form, PF & ESI formalities, initiating e-mail id/Group ID requests, generating employee code, Laptop/Desktop requests, Issuing SIM card, Welcoming, Initiate personal filling.
- Managing complete On-boarding, Induction & Orientation process (Including Pre-Joining & Post-Joining Formalities) for each new Joiner.
- Inducting new joiners to smoothen their transition on organization's culture, office working norms, introduction to company policies and guidelines for functioning in the organization.
- Managing & Updating employees master & Data base on regular intervals.
- Update and publish Organization chart for every new position arising in the department, post Director's approval

#### Training & Development:

- Conceptualizing & effectuating training & development initiatives for improving employee productivity, building capability and quality enhancement
- Identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies
- Coordination of Training arrangement, Feedback Sessions, out bond training activity etc.
- ISO Audit Documentation

#### Payroll (Zoho Payroll)/Time Office Function & Separation Activities:

- Daily Maintain the Employee Attendance, Leave, and Shift Change Data by system & proceeds the same which is required for the Salary Process, Relieving Formalities & Full and Final Settlement.
- Prepare Daily Manpower Report,
- Prepare Monthly MIS Report & Dashboard Report of unit and send it to Management
- Payroll System Management (Zoho Payroll)
- Prepare Full & Final

#### Settlement Performance

#### Management System

- Prepare JD, KRA & Define KPI of all employees
- Flow Chart Management
- Monthly Performance Management System – Performance Review of Employee
- Define Incentive Criteria and Prepare Incentive Sheet
- Performance Appraisal

#### Contract Manpower Management:

- Ensure daily Contract Manpower, Verification of Monthly Payment, Prepare PF Sheet and Submit before date, PF Challan, ESIC, P.T, Bonus Calculation, LWF, WC/GPA/GHI Insurance Policy, Labour License, Work Order, Bonus Payment etc.

#### Statutory & internal

#### compliance:

- Ensuring statutory labor compliance
- Keeping record of policy of all employees for medical claim Policy & Personal Accidental Policy.
- Follow up for Renewal and issuing new policy for New Join.
- Liaising with Govt. authorities and networking with surrounding industries HR people
- Submit Monthly Compliance PF/PT/ESIC
- Maintaining Factory registers on a monthly basis
- Preparing & Submit Yearly, Half Yearly, Annual Return to the Govt.
- Preparing MG Gate Pass Process on a monthly Basis
- Calculating Bonus of All the Employees along with Contractual emp.
- Holding periodical audits for contractor on statutory compliance and put best efforts towards bringing zero non-compliance
- Handling employee indiscipline

#### matters Employee Engagement:

- Buddy Scheme for New Joiner
- Suggestion scheme
- Birthday Celebration
- Sports Day
- Family Day Celebration
- Dewali Festival celebration with live theme & Rangoli Competition
- Annual day Function
- News, Knowledge Sharing, Quiz and day to day activity update through Public Announce system
- Book By Show – Knowledge sharing platform

#### Administration:

##### Plant round and reporting: -

- Housekeeping and safety Round.
- Observation of disciplinary
- Shift schedule and present of Round.
- Ensure to provide Required Manpower to production Dept.
- Grievance Handling
- Attend to Daily Floor

##### Meeting Transportation: -

- Maintaining all company Vehicle record and periodically maintenance of vehicle.
- Maintaining logbook of vehicle km with fuel filing date.
- Managing outside visitor vehicle arrangement and company bus.
- Coordination with all vehicle drivers of daily basis.
- Maintaining document database drivers &

##### Vehicle. Guesthouse: -

- Keeping all property record of guesthouse and maintain good condition.
- Maintaining key issue record and check in an check out record of guest using guest house.
- Listening and solved the problem of any guest-staying guesthouse.
- Coordination with Hotel staff for guests and

##### Auditor Booking Housekeeping of plant: -

- Coordination with housekeeping supervisor and concern department supervisor.
- Maintaining good condition of garden.
- Keeping record of housekeeping martial and issuing of martial
- Cleaning half yearly all water storage tanks at all plants.

Telephone /CUG Connection: -

- Maintaining record of all CUG connection and follow with Telephone Company for any connection or any problem.
- Maintain and maintenance telephone company for any problems.
- Keeping record of personal usage of CUG of employees and keep record.
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Academic Achievements:

▪ MBA-HR	Lucknow University	2011
▪ B. Com	Ranchi University	2007
▪ Senior Secondary School	RVSM Bokaro	2004
▪ Secondary School (10th)	Govt H/S Lakara khanda, Bokaro	2002

IT Skill:

- Well versed with MS Office Suite (Word, PowerPoint & Excel).
- ERP-SAP HCM Module: -OM, TM, PA, PM, PAYROLL

Strengths:

- Ability to relate with people
- Communication Skills and Presentation Skills
- Excellent Time Manager
- Possess leadership qualities along with a focused and cooperative team player
- Punctual and committed to work

Personal Information:

Date of Birth:15thJan.1988

Gender: Female

Nationality: Indian

Languages Known: English & Hind

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References: Available on request.