

Maithili Mishra

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CAREER SYNOPSIS

Human resource professional bringing 10+ years of expertise in hiring, payroll management, grievance redressal, benefits administration and compensation structuring. Talented in bridging gaps between labour forces and management to achieve objectives.

Key Skills

- **Recruitment**
- **Payroll Management**
- **Statutory Compliance**
- **HRIS Implementation**
- **HR Operations**
- **Learning & Development**
- **Benefits & Compensation**
- **Record keeping**
- **Problem Resolution**

Accomplishments

HRIS and biometric Implementation- Successfully implemented HRIS system at Nando's for employee strength of 300+.

Work History

Medigenium Pharmaceuticals Pvt Ltd - July 2018- May 2021

HR Manager

- Recruitment
- Payroll Management
- Attendance & Leave Management
- Grievance Redressal
- Motivating employees to achieve desired results

Nando's Services India Private Limited - May, 2016 till June, 2018

Senior Executive - HR Generalist

- Recruitment PAN India
- Manpower budgeting
- Payroll Management
- Attendance & Leave Management
- Statutory Compliance
- Employee Life Cycle management
- Record keeping

- Job description and evaluation
- **HRIS implementation**
- **Biometric Implementation**

Future Retail Ltd (Future Group), leading retailer of India, as Senior Executive - HR since Jan 2014 till May 2015

Senior Executive-HR Generalist

- Recruitment
- Improve Turnaround Time (TAT) of recruitment and ensure employee life cycle events by providing proactive support.
- HR Operations
- Statutory Compliances
- Employee Relationship Management
- Grievance Handling
- Managing appraisal process across levels and functions based on Balance score card approach. Establishing framework for its implementation and execution as per organizational guideline.

Cinepolis India Pvt Ltd.- Mexico multiplex chain, as Assistant Manager- HR & Operations from Dec 2011 to Oct 2013

AM-Operations and L&D/HR

- Recruitment and Selection
- Manpower Planning/ Succession Planning
- Human Resource Administration.
- Compensation and Benefits
- Statutory Compliances
- Employee Life Cycle Management
- Training and Development

TTSL (Tata Teleservices Services Limited) TATA Docomo from Oct 2009 to Dec 2011

HR Executive

- Recruitment
- Making Job description & Job specification & keep them updated.
- Coordinate processes like Pre-employment medical check-ups, antecedent checks, travel reimbursement process, and rolling out offers & appointment letters.
- Induction and on-boarding. Orientation on Company mission, HR policies & procedures, intranet & performance management system.
- Performance Management activities. Assisting in conducting PMS Workshops, rolling the appraisal process and ensure the closure on time.

- Learning and Development

Fidelity Investment, Bangalore from Aug 2008 to Sep 2009

Associate-Operation

- Retirement Services, Define Benefit Solutions.
- Working for client AT&T INC (US)
- Calculation of Retirement benefits for the clients and their timely delivery based on different prescribed criteria.

EDUCATIONAL QUALIFICATIONS

Professional Qualification

- Completed Diploma in Business Management from Symbiosis Centre For Distance Learning (2011)
- Diploma in **Personnel Management and Industrial relationship** from IIMRT, Ahmadabad (2015).

Academic Qualification

- B.COM (Accounts) from Magadh Mahila College (Patna University), Patna: 2007.
- Intermediate(+2) from Kendriya Vidyalaya , Patna: 2003
- SSC(10th) from Kendriya Vidyalaya Patna: 2001

PERSONAL DETAILS

Date of Birth: 19th-June-1984
Gender : Female
Marital status: Married
Language Known: Hindi & English. (Read & Write)

DECLARATION

I do hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Date:

Signature: