

Afreen Hashim Khan

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Brief Profile

- HR professional over 3 years of valuable experience in reputed organizations.
- Rich experience in driving HR processes.
- Endowed with excellent Communication, Interpersonal & Collaboration Skills.
- Has been consistently rated a top performer by superiors in all the roles assigned.
- Have consistently exhibited strong problem solving & influencing skills.
- Possess high level of initiative, drive and positive energy in accomplishing goals & tasks
- Have great sense of commitment, accountability & result orientation.

Areas of Expertise

- Custodian of **HRMS (HROne & Hoshi ehms HR SOFTWARE) & Employee Lifecycle processes for 50+ Employees.**
- Experience of implementing **end to end automated Employee Life Cycle Management.**
- **Implementing HR strategies in alignment with the organizational objectives** by working closely with the Leadership team.
- **Managing HR & Admin Generalist activities** – Talent Acquisition, Employee Life Cycle Management.

Education Qualifications

- **B.Com (Marketing & Finance)** from Shankar Narayan College of Arts Commerce & Science.

Computer Knowledge

- **Application-** MS Office, **HRMS system.**

Professional Experience

COMPANY	PERIOD	ROLE/ DESIGNATION
Boomlet Media Pvt. Ltd.	April 2021 till date	Senior Executive - HR
Divine Placements	July 2019 – Aug 2020	Coordinator - HR

Boomlet Media Pvt. Ltd | Senior Executive – HR 2 years.

❖ **Important Contributions**

- Custodian of all important databases and HRMS system.
- Contributed in annual increment decisions of the Management with inputs from previous incremented history data, prepared data as per Appraisal calendar and complete the process as per guidelines set for revision.
- Responsible for implementing modules of HRone -HR and streamlining all HRIS.
- Responsible for Onboarding, employee life cycle management, of salary processing all the critical employees.
- PMS: participate actively in defining KRA's/KPI's of employees, handover, sign off and reviews as per calendar.
- Appraisal: Communication internally, to ensure timely communication with all department manager's for time to time appraisals.
- Employee Engagement: Ensure active participation in framing, defining, planning and executing Employee engagement activities.

● **Talent Acquisition:**

- Sourcing, Hiring, Joining formalities, Induction, HRMS system walk through.
- Arranging Interviews & finalization of potential candidates.
- Work with executive search firms and utilizing direct, internet and networking for sourcing.
- Take care of prerequisite for any discrepancy in Background verification of for lateral hire employees and bringing it to closure.
- Issuing offer letters & Appointment Letter, Appraisal Letter, Promotion Letter, Experience Letter.
- Follow-up with new joinees for the joining.

● **HR Operations:**

- Joining formalities of new joinees at office for all the employees.
Opening of bank accounts, PF & ESIC account, form filling (personal details, Insurance, IT declaration) etc.
- Conducting Induction programs
- Sending new joinee welcome emails to all the employees.
- Issuing Appointment letters, ID cards, Visiting cards, Laptop and Dongle for the new joinees.
- Hiring new joinees in **HRone software (HRMS Software)** to generate Employee Code and other details,
- Tracking confirmation process and probation extension.
- Attendance tracking in **HRone HRMS.**
- Handling reference checks before giving offer letter.
- Resolving Employee queries and grievances.
- Sending monthly Medclaim and Personal Accident data to Insurance Company (Additions / Deletions).
- Separation and F&F settlement of left Employees.
- Generate Weekly and Monthly MIS – (Recruitment, Joining, Confirmation, Transfer, F&F Settlement)
- Ensure invoice processing and payment happens as per the contract of the vendors.
- Skip Interviews with employee's for better understanding of organization internal part.

- **Performance Management:**
 - Coordination Designing role specific Job descriptions, Fixing Key Result Areas (KRA)
 - Coordination for Appraiser and Promotions with management.

- **Employee Engagement Welfare.**
 - Coordinated for Employee Engagement Survey to evaluate Culture within team and organization.
 - Celebrate month wise employee birthdays, planning team bonding activities and sending birthday wishes.
 - Keeping track on work anniversary and sending them wishes.
 - Organize Fun @ work place activities (Quizzes, Games, Sports-events, Family day, and Painting Contests)
 - Devise the budget for activities, plan the calendar and execute the programs accordingly.

- **Medicclaim Insurance:**
 - Coordinate with Insurance Company for claims and other related issues.
 - Helping the employees in understanding the procedures for claiming medical reimbursement under Employee group insurance.
 - Sending monthly Mediclaim and Personal Accident data to Insurance Company (Additions / Deletions).

- **Exit formalities:**
 - Taking Exit Interviews of Resigned employees.
 - Mailing their response to key managers.
 - Assisting resigned employee's queries about PF "Resignation Acceptance Mail" to be sent once LWD is confirmed via mail.
 - Issuing Resignation Acceptance and Reliving letter.

- **Personnel file/ Data Management:**
 - Setting up and maintain employee files/database
 - Ownership of all employee and critical employees files

- **Statutory Compliance:**
 - Ensuring compliance with statutory regulation like PF, ESIC scheme for the employees.
 - Managing PF, ESIC related issues of employees.
 - Coordination with compliance consultant for opening new UAN, Existing UAN, PF no's.
 - Handling PF withdrawal, Transfer related queries of the employees.