

RESHMA BEGUM

Salal Al Din, Dubai

0582478860

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Skills

- Recruitment and selection
- HRIS management
- Onboarding and orientation
- Employee relations management
- Benefits administration
- Payroll administration
- Internal communications
- Talent management
- Event management
- Team building

Experience

Krysalis Consultancy Services | Chennai, India

December 2021 - December 2024

HR Generalist

- Handling end to end recruitment, Letter of Appointment procedures, Job postings, and creating Job Descriptions.
- Manage the employee onboarding process and ensure a seamless transition for new hires into the system.
- Managing MIS and analytics related to payroll and employee benefits, ensuring standardized reporting for enhanced decision-making.
- Verifying and reconciling monthly payroll to ensure accuracy and compliance with internal policies and statutory regulations.
- Preparing periodic reports and collaborating with management to provide data-driven insights that support informed decision-making while actively mediating and resolving employee disputes.
- Exit process – reports, relieving & settlement process, and handling all employee relations Activities/employee satisfaction survey.

TVS Credit Services | Chennai, India

December 2016 - July 2018

HR Administrator

- Manage both digital and physical employee files, ensuring accuracy and confidentiality.
- Regularly input and update information on new hires, terminations, leave balances, and other pertinent employee data.
- Coordinate job postings, screen resumes, schedule interviews, and communicate with candidates throughout the hiring process.
- Prepare necessary documentation, conduct orientation sessions, and ensure new employees are integrated smoothly into the organization.
- Draft and manage employment contracts, offer letters, and other HR-related correspondence.
- Schedule HR-related meetings, prepare agendas, and record minutes for documentation and follow-up.

Language

English
Advanced (C1)

Tamil
Advanced (C1)

Hindi
Advanced (C1)

Urdu
Advanced (C1)

Education

April 2023

○ Master of Business Administration (M.B.A.) - Human Resource Management
| **University of Madras, Chennai**

April 2015

○ Bachelor of Arts (B.A.) - Commerce
| **Chevailier T.Thomas Elizabeth College , Chennai**

Professional Summary

Dynamic HR professional with extensive experience at Krysalis Consultancy Services, excelling in recruitment and employee relations. Proven track record in streamlining onboarding processes and enhancing payroll accuracy. Adept at leveraging HRIS for data-driven insights while fostering a collaborative team environment. Committed to driving organizational success through strategic talent management.