MONIKA RATHORE

Address: Jaipur, IN **Mail:** monika.rathore58@gmail.com **Contact:** +91 8764468552

10 + YEARS' EXPERIENCE | HR GENERALIST

CORE COMPETENCIES

- Recruitment Performance Management Payroll Management
- Employee Empowerment
- Employee Empowerment
- Manpower Planning & Budgeting
- HR Operation
- Campus Recruitment

EXECUTIVE SUMMARY

- **Ensures that HR data is managed appropriately** and is kept updated within a timely and efficient way and using sound judgment determines areas requiring action, recommending creative, proactive solutions on areas like attrition, attendance management, reward and recognition, resourcing, and benchmarking

- **Facilitator of a strong HR service** with focus on managing organization and employee - centric HR operations including team performance, competency profiling and resource planning

PROFESSIONAL PROFILE

December 2020 to Till Date **Reliance Retail Ltd** **Geography HRBP Rajasthan**

As a Geography HRBP , I am responsible for **aligning staff to business objectives, recruiting the right talent, enhancing staff performance, supporting employee development, enhancing recruitment efforts, planning strategic HR initiatives, managing HR consultants, running orientation and onboarding processes,** Co-Ordination with store staff for issues, Store Audits etc.

- Handling Two City Cluster independently with manpower of 500 + Employee complete Life Cycle..

Indicatives:

- During the tough time of pandemic taking the indicative and run the Vaccination drive throughout the State for employee and their beneficiaries – 100% vaccinated Employee State in India.
- Completed the E Nomination Compliance in State with 90% closure.
- Highest Campus & Managerial Recruitment in State.
- Since joining in short span of 9 months I have on-boarded 200+ Managerial resources.

December 2016 to 2020 **Fortis Hospital Jaipur** **Assistant Manager - HR**

Manpower Planning & HR Budgeting:

- Analyzing & controlling the required number of headcount involve in different set of work in a scientific way.
- Prepare & Plan the Annual HR Budget of the unit.
- Keeping close tab on the Head Count & the Manpower related cost monthly basis.

Recruitment & Selection:

- Short listing & Recruitment of Medical & Non-Medical Staff.
- Lining up & coordinating the rounds of interviews.
- Salary Negotiation
- Issuing the Letter of Intent, Appointment Letter, Confirmation Letter, and Experience Certificate,.

Performance Management:

- Ensuring the confirmation of the employee
- Initiating & facilitating Forced Distribution Appraisal System
- Capturing & consolidating the data for performance appraisal.
- Closing the process by distributing appraisal letters.

HR Auditing:

- SPOC for all Internal / External HR Audits i.e. Process Audit (Compliances as per SOPs), Statutory Audits , NABH Audit, Medical Process audit .

Induction & Orientation:

- Orienting new joinees with the organization & its policies.
- Org-announcement of the new joinees.
- Hospital rounds, infrastructure awareness.

HR Operations:

- **P**re-Joining & Induction
- Employees Relation & Grievances handling
- Employees Exit and Full and Final Settlements
- HR MIS

Exit Interviews:

- Ensuring the clearance of resigned employees
- Conducting Exit Interviews
- Initiating Full & final Settlement

Employee Engagement:

- Organize HTML
- Organize monthly HR connect
- Festival Celebration
- Town Hall

Miscellaneous Activities:

- Monthly Provisions
- Sending Birthday note.
- Grievance Handling
- POSH Handling
- Organization Communication, circular, notices

February 2014 - September 2016 **Manipal Hospital , Jaipur** **Lead Officer - HR**

Recruitment & Selection:

- Short listing & Recruitment of Medical & Non-Medical Staff.
- Lining up & coordinating the rounds of interviews.
- Salary Negotiation
- Issuing the Letter of Intent, Appointment Letter, Confirmation Letter, and Experience Certificate, Relieving Letter.

Payroll Processing

- Time Management.
- Payroll Inputs
- Salary Calculation
- Leave Management

Joining Formalities:

- Ensure completion of HR checklist & documents.
- Verifying the credentials of New joinees
- Pre-employment health check up
- Assisting in completion of PF, ESI & Mediclaim Forms.

- Bio-matrix registration of the new joinee's finger prints for attendance.
- Issuing Identity Cards, Visiting Cards & name badge.

Miscellaneous Activities:

- Maintaining MIS & database of Employees.
- Monthly Provisions
- PF & ESIC Returns
- Annual Bonus Returns
- Sending Birthday note.
- Grievance Handling
- Organization Communication, circular, notices
- Vendor Management for Id cards
- Coordinating HR Committees
- Presenting Minutes of meeting

August 2009 - February 2014 **SK Soni Hospital** **Executive**

Recruitment & Selection:

- Short listing & Recruitment of Medical & Non-Medical Staff.
- Lining up & coordinating the rounds of interviews.
- Salary Negotiation
- Issuing the Letter of Intent, Appointment Letter, Confirmation Letter, and Experience Certificate, Relieving Letter.

Joining Formalities:

- Ensure completion of HR checklist & documents.
- Verifying the credentials of New joinees
- Pre-employment health check up
- Assisting in completion of PF, ESI & Mediclaim Forms.
- Bio-matrix registration of the new joinee's finger prints for attendance.
- Issuing Identity Cards, Visiting Cards & name badge.

ACADEMIC ACCOMPLISHMENTS

- ***MBA (Major in H.R.,)****, Sikkim Manipal University*
- ***Master in Arts (Medical Sociology)***
- ***Bachelor in Arts (Arts)****, University of Rajasthan, 2009*
- ***Modern Office Management , Board of Technical Education , Jodhpur***

PERSONAL INFORMATION

Husband Name : Mr.Bhawani Singh Panwar
D.O.B. June.20th, 1988
Address: C-216 Tara Nagar, Khirni Phatak , Jhotwara Jaipur-302012.
Languages Known: English and Hindi

REFERENCES AVAILABLE ON REQUE