GARIMA KUSHWAHA

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Jhansi, Uttar Pradesh

An HR-Professional with over 12 years of experience in HR Establishment/Administration, Performance Management System and other HR domains in a Manufacturing as well as Academic Institution. Experienced in working in SAP-HR payroll system, E-Office and SAMARTH Module. I am passionate about working in a dynamic environment, collaborating with a team, and contributing to the growth and development of the organization through my enthusiasm and commitment.

EXPERIENCE

ASSISTANT ADMINISTRATIVE OFFICER (ESTABLISHMENT) - Indian Institute of Management Jammu | J&K, India

SEP 2023 – PRESENT

- **Implementation of ERP Samarth** module for seamless management of employee lifecycle, attendance & Leave management, recruitment and payroll processing.
- Conduct of **recruitment process**, including drafting of advertisements, job descriptions, posting vacancies, facilitating exam/ interviews & onboarding process.
- **Establishment function** including joining, maintaining personal records, service books, appraisals, reservation rosters, office orders, etc. reply to ministry queries, RTI replies, etc.
- Managing **salary processing** of 100+ employees with the Finance department. Single handedly looking after ERP-Payroll module along with NPS, employee benefits, etc.

AS ASSISTANT OFFICER (HR) & DY. OFFICER (HR) - Bharat Heavy Electricals Ltd. Transformer Plant Jhansi | U.P. India

SEP 2012 – SEP 2023

- Handled **promotions, transfers, retirements, resignations and terminal benefits** such as PF, Gratuity ensuring all procedures were followed according to company policies and labor laws.
- Worked **in SAP-HR payroll** and managed the database of 1900+ employees, ensuring accurate employee records, timely report generation, salary related proceedings, etc.
- Prepared **HR reports** for senior management, including workforce analytics, turnover reports, and manpower planning, succession planning. Handled disciplinary and grievance related matters.
- **Performance Management System, Performance Appraisals** of employees, probation clearances, handling disciplinary cases etc. coordinating employee services, handling queries, grievances ensuring a positive employee experience.
- Re-created many HR-related processes online resulting in transparency, accuracy, less paperwork and employee satisfaction.
- Member of the ICC at BHEL Jhansi and Executive Body of WIPS (Women in Public Sector).

EDUCATION

- **PG Diploma in Labour Laws, Industrial Relations and Personnel Management**
  Vardhman Mahaveer Open University, Kota Rajasthan – 62.5%
- **Integrated-Master of Business Administration**
  Dayalbagh Educational Institute, Agra – 8.79 CGPA out of 10
- **Bachelor of Business Management**
  Dayalbagh Educational Institute, Agra – 74.90%

TECHNICAL SKILLS

- HR Software: SAP-HR Payroll
- UNICODE
- MS Office Suite: Word, Excel, PowerPoint
- E-Office
- E-Samarth Module