

Tanisha Morajker

Karapur, Sanquelim Goa, 403505

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Assistant Manager Human Resources

Dynamic Assistant Manager of Human Resources bringing 06 years of experience providing guidance on human resource topics & challenges. Committed to supporting recruitment efforts with focus on engaging & retaining talent. Sophisticated in communicating & collaborating effectively by relying on excellent interpersonal skills, high level emotional intelligence & expertise in employee relations.

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| **SKILLS:** |

* A quick learner with ‘Can do’ attitude
* Team Leader
* Preopening Team member
* HR Policies
* Recruitment & Selection
* Talent Management
* Training & development

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| **WORK EXPERIENCE** |

**Organisation: Regenta Place Mandrem Beach Resort**

**Unit of Royal Orchid Hotels Pvt Ltd**

**Designation: Assistant Manager - HR**

**Period: 15th October 2020 to till date**

**Gross Salary: 420000/- P.A.**

**C.T.C. 444504/- P.A.**

**Key Responsibilities:**

* Monitor the Human Resources Department compliance with State Employment Legislation, Equal Employment Opportunity, Sexual Harassment Policy and Industrial Awards.
* Liaison with government departments to implement statutory compliance in relation to labour department, PF, ESIC, etc.
* Manage the recruitment systems within the hotel, paying particular attention to advertising, screening, work permits, reference checks and administration of all new hires.
* Assist with the annual Employee Satisfaction Survey.
* Ensure the effective administration of personnel records and files in line with ROHL Policy.
* Administer employee recognition programs.
* Manage effective workplace injury management, ensuring rapid return to work programs are in place for all associates.
* Ensure development and performance reviews are conducted regularly, identifying key personnel for further development and structured career path.
* Prepare work schedules and annual leave schedules within budget, business expectations and guidelines of the appropriate industrial legislation.
* Assist in conducting conduct regular staff meetings to keep all associates informed.
* Ensure an effective and fair grievance procedure is maintained in line with appropriate legislation including domestic enquiry.
* Ensure compliance with legislated health and safety requirements within the workplace.
* Comply with all Corporate and Hotel Standards and Procedures.
* Actively promote a work environment, which cares for guests and associates alike.
* Implement opportunities for quality Team Building.
* Ensure that all associates comply with the grooming and uniform standards.
* Assist with the operation of the Payroll Office ensuring excellent service to associates and appropriate control and management mechanisms are in place and being utilized appropriately.

**Organisation: Resort De Coracao, Calangute Goa**

**Designation: Assistant Manager - HR**

**Period: 23rd January 2018 to till date**

**Gross Salary: 360000/- P.A.**

**C.T.C. 381600/- P.A.**

**Key Responsibilities:**

* Handling the entire Recruitment & Selection process: Sourcing, Screening, Interviewing, Section, offer, Orient and placement.
* Budgeting and planning manpower in coordination with the HOD’s
* Sourcing resumes through various job portals (Indeed, JobSoid)
* Induction & orientation
* Maintaining the daily attendance report through Bio-Metric Machine (ESSL) & through the Muster records.
* Leave Management and maintaining Leave report.
* To prepare the salary structure based on the total package offered by the company for all employees.
* Responsible for Salary Advances, Loans etc. from employee’s salary, Processing, Checking and Finalisations of error free monthly payroll, submitted by employees.
* Training analysis based on skill bases analysis, Appraisal Feedback & suggestion.
* Co-coordinating External & Internal Training Programs.
* Preparing daily and periodical reports for the management.
* Contributed in the designing of various policies for attracting and retaining workforce.
* Performance Appraisal
* Monitoring Attrition & Retention rate
* Ensuring of PF, ESIC, PT, LWF & Shop & Establishment Statutory Compliances & returns
* Preparing monthly HRMIS, PTER and manning reports and sending to Head Office.
* Personnel Administration - Canteen, Security, Sanitary cards, police verifications, Lockers etc.
* Maintain strong discipline in organization & disciplinary actions
* Management of Welfare activities. (Shoe, Dress)
* Taking care of staff accommodation – preparing agreements, providing with accommodation supplies. Surprise visits etc.
* Conducting employee welfare activities – town hall, different types of games and activities, engagement activities.
* Conducting Employee Satisfaction surveys
* Organizing picnic and festival celebration
* Exit formalities & F&F Settlements
* Conducting Exit Interviews
* Monitoring PF process- UAN generation, activating UAN number KYC uploading etc.
* Monitoring ESIC Process – Registering employees for ESIC
* Inspecting contract employees PF & ESIC.

**Organization: The Fern Kadamba Hotel & Spa, Old Goa**

**Designation: HR Executive**

**Period: 18th December 2015 to 27th December 2017**

**Gross Salary: 1, 96,152/- P.A.**

**C.T.C. 2, 24,196/- P.A.**

**Key Responsibilities:**

* Handling Employee Grievances & taking Disciplinary Actions Recruitment process – interview, offer letter, appointment letter.
* Monitoring Joining formality & Induction Process.
* Monitoring PF process- UAN generation, activating UAN number KYC uploading etc.
* Monitoring ESIC Process – Registering employees for ESIC, Pehchan card, challan generation of regular and contract employees.
* Hiring Industrial Trainees as per the budget for different departments.
* Managing Payroll – time & attendance, salaries
* Bonus, Performance Appraisal
* Monitoring & Managing employee records & personnel database.
* Monitoring Employee Leave database.
* Exit Formalities – Creating of F & F Settlements Exit Interviews etc.
* Monitoring Staff cafeteria
* Taking care of staff accommodation – preparing agreements, providing with accommodation supplies. Surprise visits etc.
* Attending morning meetings of the HOD’s.
* Ensuring that grooming standards are followed all the time.
* Employee welfare activity (monthly) – Town Hall, Birthday celebrations, Picnics, Games & Events

**Organization: Sandalwood Hotel & retreat, Dona Paula**

**Designation: HR cum Accounts Assistant**

**Period: 23rd February 2015 to 15th December 2015**

**Gross Salary: 1, 14,000/- P.A.**

**C.T.C. 1, 31, 292/- P.A.**

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**Organization: Grande Delmon Hotel, Panaji Goa**

**Designation: HR Assistant**

**Period: 13th May 2014 to 22nd February 2015**

**Gross Salary: 96,000/- P.A.**

**C.T.C. 1, 10, 040/- P.A.**

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| **INTERNSHIP:** |

**Micro Interconnexion Pvt. Ltd., Corlim Goa**

**Period:** 02nd April 2012 to 28th May 2012

**Reporting to:** HR. Manager

**Project Title:** Exposure to all departments

**Rio Resort, Arpora Goa**

**Period:** 08th April 2013 to 02nd June 2013

**Reporting to:** Accounts & Admin Officer

**Project Title:** Studied the Human Resource department

**Hallmark Data System Pvt Ltd, Panjim Goa**

**Period (Intern):** 17th February 2014 to 29th March 2014

**Period (Academic Counsellor):** 30th March 2014 to 02nd April 2014

**Reporting to:** Marketing Manager

**Project Title:** Studied the Sales & Marketing department

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| **SCHOLASTIC RECORD** |

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| **Examination** | **Board/University** | **Year** | **Percentage** |
| **Bachelor Of Business Administrator** | Goa University | 2014 | 60% |
| **Higher Secondary** | Goa Board | 2011 | 69% |
| **Matriculation** | Goa Board | 2009 | 57% |

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| **BEYOND CURRICULAM** |

* Participated in “Yovjana” the National Level Event of Vanguard College at Bangalore, India.
* Participated in “Ranbhoomi 0.03” the State Level Event of Dempo College, Panaji Goa

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| **EVENTS ORGANIZED** |

* MANTHAN” Art Exhibition cum Sale 2014.
* “ORION 13” State level Real life case writing competition at DM’s College of Management studies & Technology, Mapusa Goa.
* Organised Orientation Programmed for First year batch of 2013.

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| **COMPUTER PROFICIENCY** |

* DCA 6 months course
* Proficient in MS Office package- Word, Excel, Power Point, Internet & E-mail operations.
* Thorough in ARSWinPro & ESSL software of Attendance.

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| **PERSONAL DETAILS:** |

**Date of Birth :** 24th May 1994

**Gender :** Female

**Marital status :** Single

**Language known** **:** English, Hindi& Konkani

**Interests :** Traveling, Gardening, Listening to music.

**Permanent Address** **:** Kolam Wada, Karapur, Sanquelim - Goa.

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| **REFERENCE:** |

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| Name | Mrs. Shradha Rajpur |
| Designation | HR Manager The Fern Kadamba Hotel & Spa |
| Contact Number | 7350723221 |

Declaration:

I hereby declare that above information provided by me is true and correct to the best of my knowledge.

(Miss. Tanisha rMorajker)