Hema Ahmed

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PROFESSIONAL PROFILE

Highly motivated and detail-oriented HR professional with experience supporting onboarding, HRIS systems, compliance, and payroll processes. Skilled in assisting with key HR functions in both corporate and industrial settings, including IPO support, benefits administration, and equity programs. Proficient in HRIS platforms (Oracle, TriNet) and Excel for HR reporting and data analysis. Known for improving HR workflows, enhancing employee engagement, and building strong cross-functional relationships. Currently preparing for SHRM-CP certification to deepen expertise in strategic HR and compliance.

WORK EXPERIENCE

Bowhead Specialty Underwriters, Inc. – New York, NY   January 2024 – Present
HR Generalist

- Lead full-cycle onboarding for 112+ new hires, partnering with IT for equipment provisioning, conducting weekly orientations, and ensuring timely completion of I-9 and E-Verify documentation.
- Deliver clear and consistent guidance on company policies, health benefits, PTO, time and attendance, and organizational structure.
- Support the company's IPO transition by managing the Long-Term Incentive (LTI) Program, including RSUs and PSUs; collaborate with Morgan Stanley and E*TRADE to oversee equity administration and reconciliation.
- Administer all employee lifecycle changes (new hires, terminations, promotions, merit increases) using TriNet; prepare change forms, compensation memos, and coordinate with leadership for approvals
- Support leave administration (FMLA, LOA), payroll, and benefits while maintaining highly sensitive employee records.
- Assist with the transition from TriNet to Paycor; support benefit negotiations, data migration, and payroll configuration aligned with finance team requirements.
- Generate and analyze HR reports (headcount, attrition, terminations) via TriNet; leverage Excel (VLOOKUP, pivot tables) for data analysis and leadership presentations.
- Create and maintain the company org chart and employee directory, updating both weekly to reflect changes in new hires and organizational structure.
- Support recruitment efforts by drafting job descriptions, assisting in college recruitment events, and coordinating department-led Lunch & Learns.
- Respond to employment, income, and unemployment verifications in compliance with legal requirements.
- Coordinate office operations and culture initiatives, including supply ordering, COI management, access card issuance, and planning employee engagement events such as catered lunches and holiday celebrations.

McAllister Towing of Transportation – New York, NY   April 2022 – January 2024
HRIS Coordinator

- Led the Oracle HRIS integration project with HR leadership and Camptra Technologies, improving resolution time by 83% and increasing user adoption through training and documentation.
- Enhanced HR operations by automating workflows, reducing manual processes by 30%, and supporting seamless transitions across HR functions.
- Managed pre-boarding, onboarding, and offboarding processes, ensuring accurate completion of I-9s and E-Verify; coordinated background and credential checks via HireRight, Justifacts, and USCG systems.
- Delivered weekly analytics reports (turnover, headcount, recruitment) for senior leadership using Oracle and Excel-based dashboards.
- Collaborated with Payroll and HELM to process employment changes including promotions, transfers, and demotions.
- Contributed to company-wide projects including performance reviews and engagement programs to boost retention and talent development.
- Delivered harassment prevention training to 800+ employees across 12 work locations via Willis Training Today/Kantola.
- Worked alongside talent partner, posting weekly job listings for internal hire via LinkedIn Recruiter Seat.

EDUCATION

Bachelor of Science (B.S) - Human Resource Management
York College, City University of New York   Spring 2020

SHRM-CP Certification   Expected: 2026

SKILLS

- Onboarding & Employee Lifecycle Management
- Payroll Support & Benefits Administration
- Equity & LTI Programs
- Recruitment Support
- Technical Proficiency: Microsoft Office Suite, Adobe Acrobat, VISIO
- Data Privacy and Security
- HRIS Management (Oracle, TriNet, Paycor)
- Excel (VLOOKUP, Pivot Tables)
- HR Compliance & Regulatory Support
- Reporting & Workforce Analytics
- Background Checks & Employment Verifications
- Office Operations & Employee Engagement Initiatives