PARDEEP

[PARDEEP.185345@2freemail.com](mailto:PARDEEP.185345@2freemail.com)

WORKING HISTORY :

Currently working as a **Assistant Manager – HR,** From 17/02/17 to till date, at Deep Hospital, Ludhiana

Job Responsibilities:

• Maintaining the work structure by updating job requirements and job descriptions for all positions

• Recruiting, testing, and interviewing program; candidate selection; exit interviews; recommends changes

• Preparing the employees for assignments by establishing and conducting orientation and training programs

• Planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; schedules management conferences with employees; hears and resolve employee grievances; counsels employees and supervisors in consultation with Deputy Manager – HR & Admin

• Conducting investigations; maintains records

• Maintaining management guidelines by preparing, updating and recommending human resource policies and procedures.

• Maintaining historical human resource records by designing a filing and retrieval system; keeping past and current records

• Completing human resources operational requirements by scheduling and assigning employees; following up on work results

• Maintaining human resources staff by recruiting, selecting, orienting, and training employees

• Maintaining human resources staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results

• Contributing towards team effort by accomplishing related results as needed.

• Achieving financial objectives by anticipating requirements; submits information for budget preparation; schedules expenditures; monitors costs; analyzes variances

• Maintaining continuity among Head office, department, and local work teams by documenting and communicating actions, irregularities, and continuing needs.

• Purchasing printed materials, equipments and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.

• All other HR & Admin related matters from time to time

* Properly handle complaints and grievance procedures
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees
* Assist our recruiters to source candidates and update our database
* Assisting safety manager in the wellness program, safety incentive program and workers compensation claims.
* Maintaining personal files of employees and documentation
* Explaining the policies, procedures, benefits, and what will be expected from them as new employees.
* Making sure that every employee is aware of safety procedures before they start work at the facility

**01/04/2014 TO 16/02/2017**

**Sr. HR Generalist** at Ace Healthways Pvt Ltd, (Diagnostic centre) Near MBD Mall, Ferozepur Road, Ludhiana (Punjab) and also work with HR Dept of Fortis Ludhiana, there Radiology deptt outsourced by Ace Healthways.

**Job Description:**

**Recruitment:** Prepare and take approval for Salary Structure and Issuance of Offer letter of the selected candidates. Documents to be collected and appointment letter to be issued. Induction to be given on the joining of the employee. To coordinate with the Manpower Consultant as & when required. Carry out Credential Verification of new recruits on monthly basis. Effectively coordinate the Pre- Employment Medical checkup for the new recruits

**Compensation** **& Benefits:** Handling monthly payroll and yearly forms for employees. Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances.

**HR Administration**: Reviewing, updating and maintaining proper filing of PF Forms, HR• handbook, performance appraisal form and training schedules.

**HR Management:** Handling all employee enquiries & grievances. Negotiating with staff and their representatives on issues relating to pay and conditions. To actively participate in any HR Initiatives and also work on suggestions.

**09/2012 TO 11/2013 HR Executive at Prominent Forgings P Ltd, Ludhiana Punjab (INDIA)**

**Main responsibilities**

* Job Description,
* Identify the Competencies required,
* Identify the source for hiring,
* Interview the candidate,
* Coordinate the interview with the respective department and. If selected, complete the documentation
* Joining formalities.
* Handling Employee Database (Both in Soft Form and Files Management)
* Leaves and Attendance
* Management Handling the payroll
* Managing advance Salary, Ad Hoc Bonuses, Loans
* Confirmations, Performance Appraisals, Performance Management,  
   Exit-Interviews & Full and Final Settlement
* Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
* They are also expected to explain the various policies, strategies and benefits to employees.
* They are expected to stop all type of rumors and misleading communications.
* They should motivate the employees on day-to-day basis

**05/2009 TO 06/2010 TIME KEEPER at Prominent Exports International, Ludhiana Punjab (INDIA)**

1. Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness.
2. May calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker or Work Checker.
3. May locate workers on jobs at various times to verify attendance of workers listed on daily basis.

KEY SKILLS

* Good interpersonal skills
* KAIZEN (Continuous Improvement )
* Having knowledge about **NABH (**National Accreditation Board for Hospitals) Accreditation.
* Having knowledge about **compliance related to statutory ESI/PF & PPCB (BIO-MEDICAL WASTAGE)**
* A “Can do approach” to work and a strong sense of commitment towards work.

**COMPUTER SKILLS Know how - MS OFFICE (Word, Excel,(Make pie**

**Charts, Pivot tables & charts, vlookup & Hlookup)**

**& HR payroll software (savior)**

EDUCATION BACKGROUND

2016 PURSUING MASTER IN PSYCHOLOGY

From IGNOU, The People’s University, New Delhi, (INDIA)

2012 Master of Business Administration in Human Resource

From Punjab Technical University, Punjab (INDIA)

-Minor in marketing management

2009 BACHLOUR OF COMPUTER APPLICATON

From Punjab Technical University, Punjab (INDIA)

2006 +2 SECINCE

From Punjab School Education Board Mohali, Punjab (INDIA)

2004 10th

From Punjab School Education Board Mohali, Punjab (INDIA)

PERSONAL DETAILS

Date of Birth : 17/02/1988

Traveled to U.A.E : On Tourist Visa from 08/10/13 to 05/01/14

Expected salary : Negotiable

Joining date : One Month Notice Period and ready to relocate

Language Known : Punjabi, Hindi, English and Learning French

Nationality : Indian

Religion : Sikh

Marital Status : Married