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 **Gulfjobseeker.com CV No: 26972**

E-mail: gulfjobseeker@gmail.com

***CAREER OBJECTIVE***

To utilize my knowledge and skills in serving the organization with loyalty and Commitment. I want to grow myself with fast growing industries to achieve organizational goals and personal satisfaction.

***Total Exp.:-*** 8.2Years

***CURRENT EMPLOYER:-***

**Rich Infra developers India Ltd:-**

**Designation**: HR- Manager

**Duration**: December’14 to Nov’15

**Company Profile**: :- **Rich Infra India** Ltd is a Public Limited Company registered under the Companies Act- 1956, Ministry of Corporate Affairs, and Govt. of India. . RIDIL has got diversified interests in numerous businesses including real estate, agriculture, civil construction, education, healthcare and hospitality having national presence over 19 states with 48 Branches, 550 + employees & 20,000 of distribution network.

***KEY ROLES AND RESPONSIBILITIES:-***

***HR:-***

Handing team of 5 members and managing Payroll process of PAN India based EWs.

And also managing all responsibilities from joining till exit.

Company Policies formulation.

Handling PMS

TDS Calculation.

***Admin:-***

Handling All Admin related work of Head office as well as our Pan India Presence branches.

Taking care of meeting arrangements, Facility arrangements, vendor handling (Suppliers of stationary and cafeteria).

Making arrangements for delegates coming from our various branches in India.

Preparing MIS of inward and outward goods.

Visiting to clients to submit the Invoice or collecting the cheques or payments.

Sometimes visit to sites with clients or guest to show the properties.

***LAST EMPLOYER:-***

**Randstad India Ltd.** (Formerly Known as Ma Foi Management Consultants Ltd.)

**Company Profile**: Randstad works towards the holistic development of communities. It has touched the lives of thousands of adults and children, providing them with a platform to learn, grow and lead better lives. The Foundation aims to help disadvantaged communities achieve economic independence by building an integrated support system that provides education, healthcare, training and entrepreneurial mentoring by partnering with community based organizations and corporate houses.

**Designation**: Sr. Consultant - HRD.

**Duration**: August’10- October’14

***KEY ROLES AND RESPONSIBILITIES:-***

I have been actively involved in the entire HR Operations, compliance and pay rolling activities of around 2235 deputies**(Across** **Jammu, All Punjab, Chandigarh, Haryana, Dehradoon & Himachal Pradesh)** on the rolls of Randstad. Details are given below:

* **Administration:-** Handling admin part of the office including Payment of security and electricity bills, handling petty cash, responsible for corporate tie ups with banks and travel agencies for Travelling and Facility. Arrangements of meetings and seminars, Branch and office stationery requirements etc.
* **Recruitment:-**

Handling Recruitment along with my team of 2 members in process of different client by following the TAT, and delivering the profiles, scheduling interview with client interaction and follow-up with candidates for turn-up.

* **Joining, Payroll & Relieving Formalities**
* Complete all the joining formalities including reference checks, documentations, opening salary account, coordinating for PF & ESI providing the new joiners with corporate email-id, identity card, visiting cards, etc.
* Handling Payroll of 720 EWs, Preparing Salaries, CTC structure (following minimum wages) and complete by following the time line. Submit the Billing and pay sheets to finance team for payout on time. Preparing sheets in Excel for inputs.
* All the relieving formalities including paper works, exit interviews, etc. Timely Completion of their Joining Formalities Bank Formalities and Appointment Letter Generation. ESI Declaration Form no 1 for those which are covered under ESI (with covering form no3), PF Nomination Form No.2, handling statutory compliances like taking labour license, deal with employment exchange, submit the ESIC and PF Returns and monthly challan.
* Generation of letters - Offer Letter, Appointment Letter, Confirmation Letter, Probation Letter, Contract Letter, Warning Letter, Termination Letter etc.
* **Induction & training**
* Orientation to new joiners & ensuring their smooth induction & assimilation into projects.
* **Attendance & Leave Management**
* Keeping track of attendance & leave of all deputies.
* **Employee Relation**
* Responsible for maintaining employee database.
* Formulation and Implementing HR Policies.
* Administering employee feedback surveys and ensuring corrective action, wherever required.
* Assist all employees in all employee queries covering: Salary, Leave, Attendance etc.
* **Clients Relation**
* Developing & maintaining liasioning with the clients by knowing & resolving their day to day issues on timely basis.
* **Other Responsibilities**
* Successfully managing the HR functions of outsourced employees.
* Handling employee grievances.
* Query Handing (Queries related to Salary, ESI, PF Etc.)
* Handling Admin and Liaising with various branch offices ensuring smooth operations.
* Maintenance of Personnel Files, Personnel Records and Confidential Records of all employees.
* Working on the Compensation structures of employees.
* Timely Full and Final Settlement of employees - Exit Interview and Clearance Formalities.

***PREVIOUS EXPERIENCE:-***

**PVR Cinemas as a HR- Admin Coordinator, From November, 2009 till August’2010 with**

***JOB RESPONSIBILITIES:-***

**ADMIN** - Looking after the site in the following area-

Recruitment, Documents maintain, Staff record, Paying bills, submitting chalans, clearing invoice, making arrangements for delegates of travelling and accommodation, arranging meetings.(Attendance, Leave status, Shortage of Staff, New joining, E.S.I & P.F numbers, Daily, weekly and monthly reports.

**HR** - Human Resource – Recruitment Manpower, product training & legal Training, Policies, Wages/Salary, New joining (Screening & Selection Process), P.F & E.S.I Records.

**UCIL international call center- In outbound process as a Calling TL and RCCE. 16 Months experience (From Sep’7 to Jun’09)**

***JOB RESPONSIBILITIES:-***

Make calls to the customers and sell them the products by convincing them. And handling the team of 7-10 CCE’s.Take the escalation of the call from the CCEs’ and to motivate them.

In 7 months Become Calling TL and get a team to handle.

In just 10 Months becomes RCCE (Regular Customer Contact Executive).

**Interests:-**

* Playing Games,
* Tracking,
* Traveling, and
* Making Friends.

**STRENGTHS:-**

* Dedication, Punctuality
* My Professionalism, &
* Quick Learner.

**EDUCATIONAL QUALIFICATIONS:-**

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| --- | --- | --- | --- | --- |
| Exam | Board/University | Year of Passing | % of marks | Subjects |
| Matric | H.P.S.E.B | 2001 | 60% | English, Mathematics,Science, Hindi, History,Drawing, |
| 10+2 | H.P.S.E.B | 2005 | 62% | English, Maths,Phy Edu, History, Skt. |
| B.A | HPU | 2007 | 55% | English, Economics and Physical Edu |
| MBA | SMU | 2013 | 53% | Human Resource Management |

**TECHNICAL COURSE and SKILLS:-**

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| --- | --- | --- |
| **Trade** | **Institution** | **Skills** |
| One Year Diploma in Web Programming and very well versed with MS office, MS excel and Powerpoint. | **Z educations institutes Kangra** | Always try to find the potential areas of Improvements.Always find my own way to sort-out the things.Always focused on Targets and work.Know how to priorities the work. |

**PERSONAL DETAILS:-**

DATE OF BIRTH : 03rd-Oct-1985

MARITAL STATUS : Married

NATIONALITY : Indian

EXPECTED CTC : NEGOTIABLE

LANGUAGE KNOW : ENGLISH, HINDI, PUNJABI