**Sangeeta**

**Sangeeta.366066@2freemail.com**

### CAREER SYNOPSIS

MBA in Hr and 10 years’ experience in Human Resources Executive , Administration & Operations professional with proven expertise in policy and procedure, recruiting and hiring practices, personnel development and retention, willing to travel and relocate.

♦Organizational Development♦ Policy Administration ♦ Best Practices ♦ Employee Relations ♦ Vendor Management ♦Office Stationery & Printing ♦ Housekeeping ♦ Event Management ♦ Store Management ♦ Complaint Resolution ♦Drafting and typing letters and mails:- **Typing Speed- 50WPM** ♦ Client Servicing Back office operation ♦Creating, maintain & updating database ♦free hand on words, excel, power point and Internet ♦Office Stationery & Printing ♦ **Software Knowledge ERP, CRM, Sales Force & Lotus**

### PROFESSIONAL EXPERIENCE

**Dubai Gulf Contracting & LLC- Dubai, UAE**

**HR ASSISTANT August 2015 to till date**

**Job Profile & Responsibilities**

* Recruitment & Selection: Manpower planning with senior managements, Screening candidates & conducting round of interviews, Coordination with consultants, Induction, all arrangements prior to joining, Completion of joining formalities including salary A/C .Coordination with IT/Administration for arrangements to be done for new joinees. Conducting reference check. Issuing Offer Letters/ Appointment Letters etc. as per requirement.
* Preparing & Updating data in ERP facts of New employees (**Registration & Joining Form, Annual Leave, Transfer, Cancellation)** and old employee details like Emirates ID, renewal passport resident visa etc and day to day updated data in ERP Facts of Employees.
* Assisting with day to day operations and payroll, compile employees records, coordination with employees related to apply to visa documents (Colour Passport, Pic, Educational Certificate, If any cancellation paper required and follow up with employees related to employment visa and air tickets for Ok to Board.
* Provides payroll information by collecting time and attendance records.
* Maintains quality service by following organization standards.
* Assist with day to day operations of the HR functions and duties
* Deal with employee requests regarding human resources issues, rules, regulations and Maintain leave administration and Assist with visa applications, cancellation and transfer
* Manage the attendance through the punching system & update the records on regular basis and seating arrangement, Phone, Swipe / I – card, Stationary, Business Card
* Taking care of joining formalities. That includes taking Induction, preparing offer letters & appointment letters, introduction of new joiners to all departments, getting Bank A/C opened for new employees
* Maintenance of Payroll, Processing of salary, forwarding the salary sheet to Accounts Department, verifying the attendance Report & leave records of the employees
* Sort, review, screen and distribute incoming and outgoing mail; prepare, compose and ensure timely responses to a variety of routine written inquiries.
* Maintain the attendance and leave records of all employees.
* Assist the HR Manager and HR Officers in day to day operations for expat and local staff, Prepare various kinds of HR related correspondence
* Ensuring starters are set up, sending out information, requesting references
Producing staff contracts for local staff
* Coordinating probation review processes and assisting with the annual appraisal processes
* First point of contact in absence of HR Manager, answering queries and/or preparing answers under supervision of HR Manager
* Update and maintain records in the personnel information system and run standard and ad hoc queries and Maintain and update personnel files

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**Saan Global - Noida, INDIA**

**Executive Assistant, Admin & HR Executive May 2014 to August 2015**

**Job Profile & Responsibilities**

* Handling Vendor Management, Travel Management, Event Management, Office Stationary & Printing Office. Responsible for all the day-to-day employees’ queries related to admiration requirement, Technical, Software Services, Store, and Cafeteria etc.
* Handling day to day hr and Travel related work.
* Develop system & processes for regular housekeeping.
* Sort, review, screen and distribute incoming and outgoing mail; prepare, compose and ensure timely responses to a variety of routine written inquiries.
* Generating MIS for Administration Expenses and forwarding the same to reporting manager and forwarding provisional expenses on a monthly basis to F&A
* Making Petty cash purchases and maintaining record of all petty cash expenses
* Ensure timely Pest Control
* Maintain the attendance and leave records of all employees.
* Manage the attendance through the punching system & update the records on regular basis.
* Taking care of joining formalities. That includes taking Induction, preparing offer letters & appointment letters, introduction of new joiners to all departments, getting Bank A/C opened for new employees
* Seating arrangement, Phone, Swipe / I – card, Stationary, Business Card
* Maintenance of Payroll, Processing of salary, forwarding the salary sheet to Accounts Department, verifying the attendance Report & leave records of the employees
* To ensure compliance of all statutory obligations i.e. ESI, EPF and Gratuity.
* Ensure that housekeeping contractor maintain the office in neat & clean conditions.
* Ensure that proper housekeeping material is used.
* Process all vendor bills related to facility and administrative services.
* Monitor all routine payment related to facility and administrative services.
* Timely payment after proper recording, delivering to vendor and follow up for payment
* Processing all the bills manually and in SAP Software and vendor registration, bill summary, details updating and monthly summary
* Quotation & making proposal for client
* Negotiation of price, Registration of new vendor & Finalize vendor with the help of client
* Keeping track of all contracts/agreements with service providers and ensuring their timely renewal and Vendor Registration & PO.

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**Alstom India Ltd (Jones Lang Lasalle) - Noida, INDIA**

**Front Office Executive cum HR& Admin Executive 4th Dec 12 to March 2014**

**Job Profile & Responsibilities**

* Handling Front Desk Management Calls, Visitors, Courier & Reports.
* Handling Vendor Management, Travel Management, Event Management, Office Stationary & Printing Office.
* Handling all the day-to-day employees queries related to Technical, Softs Services, Store, Cafeteria etc.
* Store Management: - Pantry Material, Technical, Housekeeping & Stationery
* Transport Management, Manage the cab Booking and keep proper record
* Ensure that housekeeping contractor maintain the office in neat & clean conditions.
* Ensure that proper housekeeping material is used.
* Sort, review, screen and distribute incoming and outgoing mail; prepare, compose and ensure timely responses to a variety of routine written inquiries.
* Generating MIS for Administration Expenses and forwarding the same to reporting manager and forwarding provisional expenses on a monthly basis to F&A
* Manage the attendance through the punching system & update the records on regular basis.
* Taking care of joining formalities. That includes taking Induction, preparing offer letters & appointment letters, introduction of new joiners to all departments, getting Bank A/C opened for new employees
* **Vendor Management & Party Payments**:- Process all vendor bills related to facility and administrative services and Registration of new vendor
* Keeping track of all contracts/agreements with service providers and ensuring their timely renewal and Vendor Registration & PO.
* **Event Management: -** Preparation for Board Room. (Client Visit – Security, Welcome Arrangement, Stationery & Lunch), Function organizing (Birthday, Farewell &Occasional)

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**Computer Science Corporation (CSC India Pvt. Ltd) - Noida, INDIA**

**Administration and front Executive Aug 11 to 3rd Dec 12**

**Job Profile**

* Handling Vendor Management, Travel Management, Event Management, Office Stationary & Printing Office.
* Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.

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**Accurate Institute of Management and Technology – Greater Noida, INDIA**

**PA to Director in Management & HR Executive**

**March’09 – June 11**

**Job Profile**

To process all the initial stage preparing like mark sheet, update Attendance, Candidate shortlisting, CV screening, Employee relation, Conduct examination and interaction with the students regarding query from apart from them maintaining the MIS reports of all the students.

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**BHARTI INFOTEL LTD** (**Airtel Landline & Broadband services**) – New Delhi, INDIA

**Backend Officer December-05 to Mar-09**

**Job Profile**

To process all the initial stage from online scanning till verification of the customer, apart from them maintaining the MIS reports of all the agents working in the process.

* Always aggressive & responsible to maintain the quality of the product.

**EDUCATIONAL QUALIFICATION**

* Completed MBA in **HR** from Sikkim Manipal University
* Graduate from IGNOU University
* Knowledge of ERP, CRM, Sales Force & Lotus
* Schooling from C.B.S.E. Board, Central School, New Delhi
* 1 Year Computer Course from IEC, New Delhi
* **Reward & Appreciated by Director, HR & Manager from ALSTOM & CSC**