***Indermeet***

**Email Id –** [indermeet.370003@2freemail.com](mailto:indermeet.370003@2freemail.com)

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**ADMIN MANAGER**

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**Career Objective -**

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

### Career Summary -

* **Admin /HR Professional With 6 years** of experience in the field of Human Resource Management and Employee relations
* Experience of participation in modern HR Systems with deftness in maintaining harmonious industrial relations among management and employees through efficient administration.
* Experienced in handing PMS, Comp. & Benefit, Policies, Payroll, PF, ESI, Organization Restructuring man power planning, recruitment, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
* Assist Admin staff & Polite B-to- B staffing business model which increases revenue as well as sales.
* Assist Finance Department for organizing budget, planning, expenditures, and Management programme.
* Industrial relationship, payments and develop business relationships with new clients.
* Dealing with Central Excise, Service Tax & Legal departments.
* Filling Govt Tenders, Procurement System, Registration of Firm with Leading Govt, Semi-Govt & MNC Company for New Projects.

**Personality traits -**

* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* Efficient in communicating well in written and verbal both.
* Able to motivate the people.

**PROFESSIONAL EXPERTISE 17th JAN 2011 to Present**

**MALWA ENGINEERING**

**Admin/HR Manager**

***Key Responsibilities –***

**HR Support**

* Assist & manage complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Strategic Human resource Planning, Developing the HR plans& policies in conjunction with the company’s overall development plan
* Working out the compensation plan and policies PMS, Benefit, Payroll, PF, ESI.
* Developing and implementing the performance appraisal system for the company and co-coordinating it with other line managers.
* Look after timely credit of Employee Payments, Wages, Bonus, & Increments.
* Organizing next level interviews and taking quality feedbacks.
* Conduct various onsite or offsite trainings for the employees to keep them abreast with their goals & responsibilities & enhancement of their self-development.
* Identifying candidates on the basis of technical requirements, scheduling interviews and verifying candidate's credentials & career expectations.
* Managing Employee engagement & relationship.
* Implementing Training & Development session in organization.
* Performance Development - Indulging employees in self & professional development by conducting various trainings, seminars & workshops.

**Admin**

* Trained administrative staff in company policies and procedures according to same.
* Performed audit on all invoices and approved it
* Developing the induction programmer for the new recruits.
* Conducting researches to study the current compensation trends in the market.
* Co-coordinating with finance department for processing of payments to employees.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure. Monitored and controlled all department activities.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Developing the exit process for the employees.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.

**Account/Finance Support**

* Working with spreadsheets, [sales and purchase ledgers](http://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Handling Sale Billingin TALLY, Every Month prepare the report of Pending Payment
* Responsible for monthly on time filling of Service Tax Reports, central sale tax/ Vat Return.
* EPF (calculation of monthly deposit on combined challan, annual statement)
* Issuances & Collections of Sales Tax forms.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.
* Involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances and take appropriate actions. Knowledge of general record keeping and filing systems.
* Reconciles transactions, financial data, and other information to an automated accounting system. Pre-audits, verifies, and processes employee expense claims reviewing rules for employee compliance.
* process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records.
* Reviews on-line transactions for changes and accuracy and corrects errors.
* Dealing with Banks, Day today Transactions. / Bank Reconciliation.
* Processing & Maintaining Bank CC Limits, Bank Guarantees, Stock Statements.
* Salary Credits, bonus, & all other account Operations.

### Client Management -

Key words for business, dealing with clients for providing services & Management teams for Mechanical job works at different sites, presently dealing with the following Clients:-

* Indian Oil Corporation Limited.
* Essar Oil Limited.
* Nestle India Ltd.
* Ind –Swift Laboratories Ltd.
* TEVA Api India Ltd. Gwalior
* Punjab Alkelies & Chemical Ltd.
* Sun Pharma Industries Ltd.
* DSM Anti infective India Pvt Ltd.

# Education Credentials -

* MBA – HR from H.P.University Shimla.
* M.A ( English) – from H.P University Shimla
* B.Ed – from H.P.University Shimla.
* B.Sc – Medical from H.P.University Shimla.

# Computer Knowledge -

* **Operating Systems:** Windows 98/ Vista/ 2007/XP
* **Packages:** MS Office, MS Excel, Power Point, and **Tally ERP 9**.

# Personal Details -

* **Date of birth:** 13TH October 1984
* **Religion :** Sikh
* **Marital Status :** Unmarried
* **Languages known:** English, Hindi, Punjabi
* **Passport Valid Till 22.12.2019**

**Date:**

**Place: *(Indermeet)***