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**CURRICULAM VITAE**

**Sandeep**

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**Professional Summary:**

I have 5 years + of extensive industry experience in the field of Human Resource Management. I have the ability to work in any platform in the highest standard of quality if need arises. I believe in accepting new challenges and moving ahead through my hard work and learning.

**Areas of experience:**

* Insightful and a dynamic professional with 5 years of experience in Human Resource Management.
* Efficiently handled HR Generalist activities like Employee engagement, Employee Development, Training, Orientation, and Grievances Handling.
* Efficiently handled HR Software including attendance software, Payroll.

**Key Skills:**

* Analytical Ability
* Leadership Skills
* Team Work Ability
* Determination towards work

**Experience Summary:**

**Working with Rajveer Solutions Pvt. Ltd., Noida**

(**Manager-HR & Admin, since 11th May 2016**)

**Recruitment and Selection:**

* Managing team of 5 people w for recruitment & selection.
* Taking care of recruitments through consultants, campus hiring, job fairs and job postings
* Coordination database of screened and unscreened profiles and maintaining pipeline for future needs.

**On Boarding:**

* Induction
* Co-ordinating with Functional Heads and conducting Departmental Induction
* Taking care of all joining formalities (joining forms, documentation, PF, Bank Accounts)
* Issuing various documents (Offer Letter, Appointment Letter)
* Co-ordinating with ID & Access cards vendors.

**Employee Training & Development:**

* Employee relation and welfare
* Counseling and supporting employees to have a good employee relation
* Continuous interaction with employees to understand and resolve their grievances and keep them motivated,
* Rewards and recognition – Organizing official functions, R & R Functions, Birthday & Anniversary celebrations, Recreational activities like, sports and social activities to strengthen employee relation.
* Winning the trust of the employees and hence help the Organization in controlling attrition.
* Advise and direct other department managers on HR issues and employee relations matters including retention process.

**HR MIS REPORTS:**

* Maintaining Employee MIS reports
* Maintaining Hiring reports
* Maintaining Interview database
* Discussing and preparing standards for promotions and appraisals
* Maintaining and keeping records of Salary reports.

**Administration & Operations:**

* Maintaining Leave records
* Handling Bio-Metric attendance software
* Issuing various letters to employees throughout their tenure like offer letter, appointment letter, appraisals letters and promotion letters.
* Handling employee exit formalities like exit forms, F & F, and relieving letters.

**Previous Experience :**

1. Worked with Prime Value Holidays Pvt. Ltd. As a Manager – HR & Admin, since 12th August 2014 to 01st September 2015. Prime Value deals in Service Industry providing Travelling Membership Plans.
2. Worked with Unigrow Ventures Pvt. Ltd. As A Manager – HR, since 24th March 2014 to 25th July 2014. Unigrow Ventures deals in Service Industry providing Travelling Membership Plans.
3. Worked with K Cube Communications Pvt. Ltd. As a Assistant Manager-HR, since 24th November 2009 to 20th December 2013. K Cube basically deals in VOIP BASED SERVICES providing international calling minutes.
4. Worked with Xprez Info solution Pvt. Ltd. Since 11th July 2008 to 15th June 2009 on various positions:

* 3 Months work as a **Sales Executive** from 11th July.08 to 14th Oct.08.
* 3 Months work as a **Trainer and Sales Coach** from Oct.08 to 22nd Jan.09
* 5 months work as a **Team Leader** from 1st Feb.09 to 15th June.09.

1. Worked with Cambridge English Academy as a counselor and faculty. It was part time job I was doing with my graduation since July 2006 TO February 2008.

**Academic Qualification:-**

* Post Graduate in MBA (HR & Marketing) from IMT Ghaziabad.
* Graduate in B.A. English (H) from Delhi University in 2008.
* Passed Senior Secondary Examination from C.B.S.E. Delhi in 2005.
* Passed Secondary Examination from C.B.S.E. Delhi in 2003

**Extra Curricular Activities:-**

* Reading and Listening to Music.

**Personal Information:-**

DOB **:** 15th Oct 1987

Nationality **:** Indian

Gender **:** Female

Languages **:** English, Hindi, Punjabi

Marital Status  **:** Single

Religion  **:** Sikh