

Jaspreet Kaur  
Oceanic Consultants as a HR Executive

Faridabad, Haryana - Email me on Indeed: [indeed.com/r/Jaspreet-Kaur/1b83bc42482ed5a0](https://in.linkedin.com/r/Jaspreet-Kaur/1b83bc42482ed5a0)

To prove my worth as an employee by working under challenging opportunities and to grow myself professionally and intellectually by contributing towards my organization's progress.

#### WORK EXPERIENCE

Oceanic Consultants as a HR Executive

Oceanic Consultants Pvt. Ltd - Chandigarh, Chandigarh -

June 2013 to January 2014

Oceanic Consultants, established in 1996, is one of the most successful international student recruitment companies in the world today. The company, with its head office in Melbourne, Australia has one of the largest networks of company owned offices in India.

#### Key Responsibilities:

- Recruitment: Identify vacancy, Advertising the vacancy (Internal & External), Managing the response, Resume screening, Arranging interviews (Phone round/ F2F round), Short listing the candidate, Conducting interviews.

- Joining Formalities: Conduct Induction & Orientation program for New Joinee, Prepare all details of joinee and send to ICT for creation of login ID, Configure system, Request for attendance card, Business card, ESI / PF Formalities, Generate Offer Letter, Maintain personal file of new joinee ( Soft and hard copies)

- Retention: Assessment of new joinee after six months, Extension of service ( If any), Arrangements of Relocation, Arrangements of Job Rotation, Promotions, Prepare due Increment, Arrangements on birthday/ Anniversary/Wedding gifts/ Festival celebrations, Attendance and Leave management, Handle queries for ESI / PF benefits/ Leaves/ salary/ Policies, Maintain data of salary/ Confirmations/ Increments, Manage monthly manual attendance record of all the branches, Mark comp off / attendance rectification/credit leaves, Time to time notifications for change in policy/ branch closure/ Holidays/ Promotions/ Transfers, Employment check, Update ascent one (Reporting change/contact details), Employee engagement

- Salary & Payroll: Manage monthly attendance and leaves, Notify accounts department with

new joiners detail/ Increments/ Promotions/ Transfers/Full and final settlement of exit employees etc, Prepare joiner details and send twice to accounts dept. for opening of salary of bank account, 'Leave processing.

- Full and Final settlement: Exit formalities, Check with Manager for deactivation of system, email forwarding and mailbox, Deactivate System, Exit emails, Circulate email to all concern heads for exit employee, Gratuity, PF withdrawal formalities, Experience letter, Salary certificate.

HR Officer

<https://www.indeed.com/r/Jaspreet-Kaur/1b83bc42482ed5a0?isid=rex-download&ikw=download-top&co=IN>

MAYA ESTATZ - Zirakpur, Punjab, IN -

January 2012 to May 2013

Maya Estatz specializes in providing qualitative and quantitative solutions for the Real Estate industry around Punjab, Himachal, Haryana, Chandigarh, Panchkula, Zirakpur&Mohali.

Key Responsibilities:

- Recruitment: Manpower Planning & Approvals, Interviews and documentation. Selection of candidates based on identified competencies.
- Coordination with consultants regarding recruitments.
- Maintain up-to-date recruitment progress report through RAG.
- Joining and Induction: Designed a Structured Programme for all new joiners and also prepared an Induction Manual with process detail.
- Joining formalities of new employees are done at the time of joining.
- Verification done from previous company, home and references of each new joiner.
- Time Office Management: Leave and Attendance Record, Maintenance of personal files.
- Managing Reward & Recognition Programme for employees.
- Event Management in the office premises like employee Birthday & Anniversary celebrations, Christmas celebration, Diwali, Lohri celebrations etc.
- Human Resource Administration:
  - \* Stationary Management
  - \* Issuing of ID Cards

- \* First Aid Facility
- \* Maintenance of Ledger of all office Expenses.
- \* Issuing of Official No and keep the record of all official no.
- \* Coordination with Vendors regarding Advertisements and other official work.
- Keep the record of all new joining and Exit Employees.
- Preparing Dash board of all CV's of Candidates and Updating on daily basis.
- Analysis on Employee Turnover & Calculation of Attrition Rate.

HR Executive- SOLITAIRE INFOSYS

SOLITAIRE INFOSYS PVT. LTD - Chandigarh, Chandigarh -

January 2011 to October 2011

that provides high quality comprehensive services to enterprises across a wide range of platforms and technologies.

Responsibilities as a HR:-

- Man Power Planning: - Analysing the vacancy in IT Department.
- Recruitment & Selection:-Posting the job on job portals, searching the candidate through consultancies.
- Joining Formalities:-Issuing of appointment Letters to new joiners and documentations of new employees.
- Induction Programme:- Introduce with company policies, employees etc.
- Providing Trainings to the New Employees about the company, product Knowledge etc.
- Maintenance the Record of Attendance of all employees.
- Employee Welfare: Organizing Parties, Tours and also celebrating the festivals.
- Formulation of HR Policy regarding attendance leaves.

Customer Related Activities:-

- Maintaining Track of After Sale Activities
- Maintaining Track of Payments/Deliveries
- Customer Feedback and Suggestions Ways to improve Business Turnover with each customer.

EDUCATION

Masters of Business Administration

Mohali Campus - Mohali, Punjab

2011

Bachelor of Commerce

Dev Samaj College for Women - Chandigarh, Chandigarh

2009

Central Board of Secondary education

2003 to 2005

#### ADDITIONAL INFORMATION

##### Technical Skills

OS Windows XP, Vista

Others Microsoft word/excel/power point, Basic computer skills, Tally

##### Internship details

2 months training experience in Marketing at HCL Infosystems (Mohali)

##### Project:

"CASE STUDY AND SCOPE OF ENTERPRISE RESOURCE PLANNING (ERP) APPLICATION  
IN  
EDUCATION DOMAIN IN PUNJAB"