

JUST CODE FOR LIFE**Contact Number: 123654789****Email ID: Tiwarihts01@gmail.com****CAREER OBJECTIVE:**

A result oriented professional with experience in Recruitment, Employee Engagement, Employee Servicing and Employee Communication.

Company: Columbia Asia Hospitals Pvt. Ltd. (Gurugram)

Currently working as a HR Supervisor from Jan 08th 2018 to till date.

Job Responsibilities:

- Attendance management- extracting the attendance from the software, cross-checking the leaves and LOPs with concerned departments.
- Preparing salary input as per prescribed format.
- Creation of employee codes with uploading of salary details
- Co-ordination with payroll team
- Looking after statutory compliances like filing Annual return data, LWF data, ER1, Monthly ESI data, Maternity details of female staff.
- Grievance handling
- Perform a variety of general administrative support work, assist with special projects and tasks as assigned.
- On boarding & Exit formalities of Employees & Doctors
- Preparation & maintenance of monthly MIS
- Confirmation of employees
- HR Induction session for new joiners
- Preparing salary input, attendance management & co-ordination with payroll team
- Prepare month end reports
- Maintain monthly Training Planned & Actualized activities
- Prepare presentations such as Monthly Management Meetings, GM Address, Electronic Board presentations etc.
- Preparation & co-ordination for the employee engagement activities such as Round Table, Departmental Interaction, REDS Activities, GM Address, monthly birthday celebrations, Festival celebrations and any other activity time to time.

Company: W-Pratiksha Hospital (A Unit of North East Healthcare Pvt. Ltd.), Gurugram

Worked as a HR Executive in a Generalist profile from June 15th 2017 to Dec 28th 2017.

Job Responsibilities:

- Recruitment
- On boarding & Exit formalities of Employees
- Performance Evaluation of employees
- Employee Engagement
- Resolve employee queries

Company: Origo Commodities Pvt. Ltd., Gurugram

Worked as a HR Officer in Operations role from July 26th, 2016 to June 14th, 2017.

Job Responsibilities:

- On boarding of Employees
- Maintenance of MIS
- Medical Coverage of Employees & follow-up with TPA
- Employee Engagement
- Resolve employee queries

Company: SRL Ltd. (Fortis Group Company)

Worked as a HR Trainee from January 11th, 2016 to July 25th, 2016

Job Responsibilities:

- Recruitment Cycle: - Sourcing, Screening, Telephonic interview, Scheduling & Coordinating interview, Follow-Up till joining, Issue Appointment Letter, Employee Code generation, Manage Endorsement Data Etc.
- Employee Engagement: - Farewell & Birthday parties, Awards dispatching to PAN India.
- Payroll: - Checking F & F sheets, Managing Medical & LTA data.

ACADEMIC QUALIFICATION:

Degree/ Certificate	Board/ University	Year of Passing	% of Marks/ CGPA
MBA	UPTU, Lucknow	2016	65%
BBA	Kumaun University, Nainital	2014	71.2%
XII	CBSE	2011	62.4%
X	CBSE	2009	70%

TECHNICAL SKILLS

- Operating System: Windows XP/Windows 10
- Application Software: MS Office/MS Excel

PERSONAL DETAILS

- Father's Name: Mr. Nandan Giri
- Date of Birth: 04-Nov-1993
- Marital Status: Married
- Location: H.No. 341, Sec-23, Palam Vihar, Gurugram, Haryana

Date:

Signature: