

JASPREET KAUR SANDHU

Mob: - +91 97995 88000

Email: hrjaspreetkaursandhu@gmail.com

Jaipur, Rajasthan

JOB OBJECTIVE

A challenging and rewarding career as Human Resources.

SUMMARY OF ACCOMPLISHMENTS

- ✓ Responsible for recruiting, interviewing, joining.
- ✓ Formalities and hiring new staff, training.
- ✓ Responsible for implementing Policies and establishing wage incentives.
- ✓ Handling administration of all company benefits, including health Care.
- ✓ Employee Relations and counseling.
- ✓ Arranging Induction for all the new joiners of the organizations.

RELEVANT EXPERIENCE

- **Worked with "Mount Shivalik Industries Pvt. Ltd." as Sr. Executive- HR - Jaipur (May 09 –May 2012)**
- **Worked with "Future Group Limited- Big Bazaar" as Executive- HR - Rajasthan (April 15 –May 2018)**
- **Worked with "Future Group Limited- Aadhaar" as Senior Executive – HR - Rajasthan (May 2018 to Nov2020)**
- **Worked with "Narayana Multispecialty Hospital, Jaipur" as Deputy Manager – HR (December 2020 to October 2023)**
- **Worked with Chordia's Group as HR Manager (October 2023 – June 2024)**
- **I am currently working with Mangalchand Tubes Pvt. Ltd. As Admin & HR Manager (July 2024 – till date)**

JOB RESPONSIBILITIES:

Admin Activities:-

- Bill processing.
- General Administration.
- Vendor Management.
- Travel Desk Management.
- Dealing with House Keeping Management and Pantry.
- Managing Transport, Hotel Arrangements, Travel Management, Courier, etc.
- Finalization of vendors like Travel Agents, House Keeping Agency, Stationary, Security and Printing vendor etc.
- Arrangement of Day-to-Day activities.

HR Activities:-

- Completing onboarding process of new joiner in HR Software-People Strong.
- Completing joining formalities: opening salary accounts, sim card allotments.
- Providing offer letters and appointment letter to employees.
- Creation and deletion of mail ID's.
- Sending request for shifts creation according to the requirement of different stores & updating employee shifts & week off in the system.
- Providing medical and ESIC cards to employees and generating IP no.
- Payroll processing of all employees, preparing salary hold/release data.
- Completing Inter and Intra Company transfer and confirmation process in people strong.
- Completing all exit formalities including NDC of exited employees.
- Adding details in employee UAN like date of exit, missing details, KYC and approving the same using DSC (Digital Signature).
- Providing various letters to employees like Experience/Relieving/Warning/Absconding/Termination.
- Maintaining employee master by checking all details like functions, formats, location, Cost center and designation.
- Solving employees' query related to salary, full & final, attendance and PF.

- Maintaining employee's attendance & solving queries related to attendance.
- Maintaining holiday calendar for different states and sending to HO for putting them in the system.
- Maintaining monthly dashboard, new joiner details, replacement impact sheet and one pager.
- KRA updating of all employees in system & PMS completion of all employees.
- Conducting induction program for the new joiners.
- Provides training as per projects/requirements.
- Handling Complete HR Personnel of the Unit.
- Assisting Head-HR in Handling the Annual Appraisal cycle end to end (Helping to HR Team in completing the process)
- Database Management.
- Maintaining balance between staff and organization through employee relationship programs.
- Developing JDs for the key Roles and Responsibilities in co-ordination with concerned department Heads.
- Listening to grievances and implementing disciplinary procedures.
- Responsible for Employee Grievance, Payroll process.
- Recruiting Staff that includes developing job descriptions, resume collection (through various consultancies, references and online portals), checking application forms, short listing, interviewing, selecting candidates, reference checking and salary negotiation.
- Responsible for Attendance Auditing, Leave Data Maintenance, Reports & MIS.
- Updating and Maintenance of Personal Files /Records.
- Assisting Head-HR in implementation of Performance Management System.
- Liaisoning with third party vendors for subcontract employees.
- Conducting Exit Interviews.
- Looking after all the formalities related to full and final settlement.
- Managing employee career development plans in coordinating with Head-HR and functional heads to ensure effectiveness, compliance, and equity within the organization.

Recruitment, Selection and On Boarding

- Handling end-to-end recruitment process which includes: -
- Sourcing of candidates.
- Phone screening/telephonic interviews.
- Scheduling interviews.
- Conducting personal interviews.
- Salary negotiations.
- Reference checking and giving the offer letter.
- Understanding the requirement of the Vacancies from the Department/ Technical Heads and accordingly coordinating with the placement agencies.
- Having exposure of recruitment source i.e. direct collage placement, Naukri portal, advertisement, consultants and references.
- Responsible and accountable for employees on boarding program and complete the cycle.
- Running recruitment referral program within the company.
- Coordinating and participating in 30-60-90 day's feedback session with newcomer with their respective HODs.
- Appointing mentors to newcomers while onboard.

Compliance Management

- Preparing and maintaining the register and forms under labour Laws.
- Making accident report for every month & its annual compliance.
- Take care of Employee accident procedure, Benefits and claims with the coordination of HR Head's in HO.
- Support Govt. Liaison, Public Relations, and Inspection by Govt. Officer like Govt. Labor Officer, Provident department and other Govt. Agencies, etc.

Induction

Designing the Induction program for new recruits at all levels which Inductions: -

- Joining Formalities.
- Company Profile.
- Introduction to all departments.
- Explaining company's policies and procedure

Training and Development

- Training need identification, using tools i. e Employee feedback, Competency mapping, Performance Evaluation and MOC (Management of Change).
- Training programs on need basis and corporate training every year for managerial level.
- Training dash boards follow up with the participants.
- Co-ordination all others administrative Related Activities.

Employee Welfare

- Carrying out various kinds of welfare activities to boost up the employees morale.
- Organizing staff party, birthday celebration, and reward 15th August, 26th January, Annual Sports activity, Blood Donation Camp, Vishwa-karma Puja, Diwali celebration, Sweet Distribution, Monthly Birthday Celebration, Annual Get to gather, Personal Milestones, monthly sports activity in Second half and recognition program for employees.
- Assisting corporate HR in formulation and implementation of Total employee Involvement Schemes like Employee Educational up-gradation schemes etc.

Compensation and Benefit

- Salary administration & Statutory Compliances and Liasioning with Govt. offices.
- Designing the salary structure for different positions in consultation with the Head-HR.
- Assisting HR heads in developing employee benefits schemes (Group medical insurance, Employee Accidental Insurance, etc.)
- Salary & General Administration in Future 360Software.
- Supervision of Time Office Functions – Attendance, leave policy.
- Helping HR team in preparing monthly, half yearly, yearly challan & Returns under labour Laws.
- Preparation of daily, Weekly and monthly report (Budget Vs Actual)

Performance Management System

- Cascading organizational goals and Objectives to employee
- Helping HOD's to define their KRA /KPI
- Making monthly employee performance report in excel and declare employee of the month
- Yearly PMS process and review with respective HOD and then with management
- Conducting employee calibration based on evaluation with HOD's.
- Responsible for meeting the corporate deadline for PMS and salary revision, promotion and revision in designation.

Employee Relations

- Responsible for Employee Relations & grievances handling / Relationship Management.
- Managing employee counseling and personnel issues.
- Keeping track on Confirmation & Appraisals of employees and feedback sessions with Managers to know the performance.
- Updating employees time to time about the company policies and changes if there is any.
- Developing/Designing Employees Incentive plans to enhance the performance with the help of HOD's and HR Heads

Employee EXIT

- Exit Interview, Feedback Implementation, full & final Settlement and Exit Procedure, Personal files, records.
- Employee Farewell.

HR at Your Door Step

- Regular visit in the DC's/ Store's, Franchisees.
- Gathering shop floor workers issues and solves the possible issues on the shop floor.
- Conduct a meeting and invite workers' suggestions, Ideas
- Generate a report location

Education Qualification: -

- Bachelor's in arts from Rajasthan University (2005).
- Masters in public administration from Rajasthan University (2007).
- MBA in HR from Symbiosis (Pune) in Correspondence. (2009 –2011)

AWARDS AND ACHIEVEMENTS

- Completed **3 onshore (Mumbai) UAT and training** for HR software Sparsh & People Strong.
- Completed two successful migrations from manual working to **Sparsh software and from Sparsh to People Strong.**

SKILLS

- Knowledge of MS Word, MS PowerPoint and MS Excel
- Knowledge of various HR Related software's like Sparsh, Future360, People Strong, Zest, Zoho, Drishti, Naukri, ESIC & PF Portal.
- Strong verbal and written skills.
- Leadership skills: Currently leading HR Team at Senior Executive level

Personal Information

Date of Birth	:	6 th June 1984
Marital Status	:	Married
Language Known	:	English, Hindi and Punjabi.

Extra-Curricular Activities

Sports- Represented Rajasthan State in numbers of National Level in Handball, Basketball and Cricket.

Hobbies

- Traveling, interacting with peoples, Music, and helping people.

References

- Available upon request

Date:

(Jaspreet Kaur Sandhu)
