

**Present Address:**

**1/50, Gali no 5, 60 foot road,  
Vishwas Nagar  
Shahdara,Delhi 32**

**Mb: 9650171679**

**Summary Profile:**

HR and Operations professional, having 3+ years enriching experience in HR activities,Operations Activities and Banking Collection activities.

**Professional Experiences:**

**Texmech (Third party Organization of HDFC Bank):** A leading Collection partner of HDFC Bank (Authorised) dealing into Collections of All kinds of Loans.

Designation : Assistant Collection Manager (HR + Operations )  
Tenure : **Dec '11 till date**

**KEY RESPONSIBILITIES**

**1.) Supervision of HDFC Collection Portfolios – AL / UCL, PL, CV,TW – Delhi NCR**  
Team Management, Attaining Monthly targets etc

**2.)Employee Relationship Management:**

**Facilitate Employee Engagement discussions – Like HR Skip levels / Open house Discussions**

**3.)Welfare and Development Responsibilities:** Organising motivational and developmental games and activities.

**4.) Performance Management:** Taking care of Performance Appraisals of all employees. Maintaining Monthly Evaluation Sheets / Performance Reports / Monthly Rating / Reviews / Half yearly 360 Degree appraisal maintainence

**5.)Talent Acquisition**

**Administrative tasks –** Supervision and regulation staff attendance / AMC Vendor.management and procurement of office stationary and storage / Manage housekeeping staffs, security staffs and their activities ensure office premises is clean and secure at all times / Manage security and risk ( VOICE LOGGERS / CCTV CAMERA & other company assets) / Calibrating and Checking of Safety equipments such as Emergency lights or Emergency doors / Outside work such as Payment of

bills, delivering important documents etc / provide secretarial & administrative support to director as and when required.

***Basically, a self motivated & learning HR professional with positive enthusiasm and attitude.***

**Previous Assignment at FOSTER TRAINING AND PLACEMENT SERVICES PVT LTD – From APRIL 2010 to December 2011**

Key Responsibilities as **Senior Talent Acquisition HR** since April 2010 to 2011.

**1.) Recruitment & Resourcing (Expertise in IT recruitments, Pharmaceuticals, Biotechnology & Life Sciences )**

**2.) HR / MIS**

- ✚ Oversee the HR Administration - Ensuring all joining formalities till the candidate is on board.
- ✚ Generate Employee offer letters, Appointment Letter, Relocation letters, Confirmation letter.

**3.) Time Management**

- ✚ Attendance Management
- ✚ Leave Management
- ✚ MIS report for Late Arrivals

**4.) Payroll Assistance**

- ✚ Facilitate in preparation of Salary statement of employees
- ✚ Taking care of Employee's salary related issues.
- ✚ Ensuring timely & accurate payment of salaries.

**5.) Security Services**

- ✚ Ensure proper security & safety arrangement of entire premises & employee.
- ✚ Ensuring discipline & security within the company and also among the employees.

**6.) Invoice Processing and payment:**

- ✚ Checking and verifying Invoices.
- ✚ Ensuring payments are made as per agreed terms to service providers/material suppliers.

**7.) Vendor Management:**



- ✚ Vendor management includes preparation of vendor agreement
- ✚ Price negotiation and allocation of vendors
- ✚ Taking care of Vendor payouts and maintaining a cordial relationship with all the vendors.

**8.) Assisting to MD :** Assisting him to their routine works like making schedule of meetings.

**9.) Full and Final Settlement:**

- ✚ Providing forms and procedures for getting no dues from various departments.
- ✚ Collection of resignation letter. Preparation of Relieving and Experience certificates

#### 10.) Training coordination:

-  Facilitate training programs on monthly basis for various levels.
-  Preparation of presentations and assessment of training effectiveness.

#### Academic Qualification

- **MBA-HR & Marketing** from Delhi Productivity Council,Dwarka.  
*(Topped all four semesters of MBA)*
- **B.A.Sc (Hons)** from Shaheed Rajguru College of Applied Sciences,Delhi University.  
*(Topped college during my graduation in Delhi University)*

#### Glance at the percentages :-

Education	Percentage
Secondary Education	79.50%
Senior Secondary Education	76.50%
Graduation	78%
Post Graduation	85%

#### Technical Skills

Operation Systems	Windows 98/2000/XP
Packages	MS Office, Microsoft Outlook.
Search Engines	Google, Yahoo, MSN
Web Browsers	Internet Explorer, Mozilla Firefox

#### Personal Details

Address : 1/50, lane no.5, Vishwas Nagar, 60 foot Road  
Fathers Name : Mr. Pradeep Gulati  
Date of Birth : 18<sup>th</sup> Dec, 1987  
Nationality : Indian

Saifi Gulati