



## **Kulvinder Singh Dhaliwal**

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### **Career Objective**

“Seeking a career at a growth oriented organization where my logical skills are best utilized”

Degree	Board/University	Period	Percentage
PGPGBM*	Xcellon Institute School Of Business	2010-12	57%
Bachelor of Commerce	Vidyasagar University	2006-09	65%

\*Two year full time Post Graduate Program in General Business Management

### **Academics Projects Undertaken**

Subject & Duration	Project Title	Scope
1. Summer Internship Project in <b>GTPL Pvt Ltd. (May - July 2011)</b>	Study of HR and HR Practices	HR Practices
2. Prepared a Business Plan of “e-cart”	An e-retailing business model	Find an opportunity in market and prepared a business plan to meet the opportunity
3. Marketing Miracle (Nov.2010)	Marketing Miracles of Ahmedabad	Studied how small business have become successful without any Marketing and Promotional Strategy

## Certification

Certified course of “**Export-Import of Small Scale Industries**” from Ahmadabad Management Association

**Certified Payroll Manager** from **Government of India & NCT Delhi** through **Vskills** certification

Certified Course of **SAP HCM (Human Capital Management)** from Udemy on 21<sup>st</sup> April 2020

Certified course of **Google Analytics Training** from Udemy on 25<sup>th</sup> May 2020

Certification of participation of self-defense webinar from **SPEFL & Strike** on 13<sup>th</sup> June 2020

## Work Experience

- Worked as a **Sr. Executive HR** in **Global tech India Pvt. Ltd** from Aug 2012 to March 2015
  - Coordinating with ISRO
  - Recruitment of IT Professionals
  - Performance Appraisals
  - Exit Documentation
  - Conducting Interview
  - Coordinating with ISRO regarding staff and their performance
  - Preparing bills for claim from ISRO for service
  - Updating MIS in the software according to the monthly changes
- Worked as a **Sr. Executive HR** in **RM Drip & Sprinkler Systems Pvt. Ltd** from March 2015 till February 2016
  - Administrative operations
  - Updating of DPR
  - Attendance of Employees
  - Coordinating with ED
  - Assisting ED with upcoming strategies
  - Maintaining all the musters
  - Handling Employees Grievances
  - Conducting employee engagement activities
- Worked as a **HR Executive** in **Shankus MediCity** from February 2016 till August 2017
  - Time Keeping
  - Maintaining attendance through biometric
  - Processing salary according to attendance
  - Joining formalities of new joinee
  - Updating MIS monthly on regular basis
  - PF documentation
  - Full and Final settlement
  - Conducting regular meetings with HOD's and Management
  - Preparing minutes of meeting with consultant for OD
  - Maintaining contractors manpower suppliers according to the requirement

- Worked as an **HR Executive and MAA Yojna (HAM)** in **Galaxy Heart Institute** from September 2017 till March 2018
  - Recruitment of Medical & Para Medical Staff
  - Administrative Operations of front desk of MAA Yojna
  - Preparing the file of patients for claims
  - Coordinating with Government officials for claims
  - Constantly tracking claim tracker for regular updates of claims
  - Attendance & Time keeping for salary processing
  - Grievances handling according to its nature of sensitivity
  - Administrative work as per the requirement
  - Solving the queries raised by government officials
  - PF documentation and updating all musters according to regular updates
  
- Working As **HR Manager in Sagar Rubber Product Private Limited** from March 2018 till now
  - Recruitment of Senior Level Professional
  - Documentation of PF & ESIC
  - Coordinating with management in creating new policy and its implementation
  - Employees Engagement activities
  - Administering day to day operations of the department
  - Creating growth opportunity for the staff
  - Maintaining all the monthly reports of production as per management concern
  - Keeping the close watch on working condition
  - Constantly giving training to staff for their interpersonal skills
  - Conducting audit as and when required by the management.

### Industrial Visits

1. Arvind Mill – Ahmedabad
2. Jay Chemicals
3. Divya Bhaskar
4. Rainbow Papers
5. Claris Pharmaceuticals

### Area Of Interests

Recruitment, Training and Development, Administration, HR Operations

### Computer Proficiency

- Operating Systems : Windows 7, 2000, XP, Vista,10
- Application Tool : MS OFFICE

## Personal Details

Date of Birth : 6<sup>th</sup> June, 1988  
Languages Known : English, Hindi, Gujarati and Punjabi  
Hobbies : Playing Cricket, Listening Music  
Strengths : Learning attitude, Quick Grasping Power  
Gender : Male  
Marital Status : Married

## Achievements

- Active member of Xcellon Sports committee
- Member of winning Cricket team Of Xcellon Cricket Team
- Secured a First position in Volleyball competition of college
- Organizer, Chariot Sports Event, Xcellon Institute

### Declaration:

Here I declare that the above information is true. I take the full responsibility about the information mentioned above.

**Kulvinder Singh Dhaliwal**

