

## Simran Kaur



Ahmedabad, Gujarat, India



+91 9925287343



[simrankaur.rbims@gmail.com/thinkbigprofessional@gmail.com](mailto:simrankaur.rbims@gmail.com/thinkbigprofessional@gmail.com)

### PROFESSIONAL SUMMARY:

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- A Result driven Human Resource Professional and Capabilities with 11+ years of comprehensive experiences.
- Excellent organization skills with the ability to prioritize and execute multiple projects simultaneously and work in fast paced environment.
- HR and Administration Professional with qualitative experience well organized, enthusiastic and motivated.
- Superintending smooth implementation of Human Resource Policies for Manpower Planning, Recruitment, and Selection, Induction, and Joining & Exit formality, Statutory Compliance, Employee Engagement, Payroll Management, CTC Designing, Performance Management and MIS Reporting.
- An effective communicator with good interpersonal & presentation skills.
- A passionate learner, dedicated to obtaining the constant understanding of diverse industries, corporations, their functions and market synopsis.

### CORE SKILLS:

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HR Policy Execution  
Induction & Orientation  
Training & Development  
Relationship Management  
Statutory Compliance

Recruitment / Resourcing  
Payroll Management  
Employee Relations / Welfare  
Employee Engagement  
Team Management

Performance Management  
Compensation & Benefits  
Organizational Development  
Best HR Practices  
General Administration

- ✓ **Sound Knowledge:** MS Office Skills  
Tally, Payroll & HRMS Software Proficiency

### Personal Attributes

- Self motivated and can act on own initiative.
- Can quickly learn in a consultative and complex industry/sector.
- Excellent negotiation and problem solving skills.
- Flexible with Working Hours.
- Adaptable and have a positive attitude towards change.
- Motivated, persuasive and goal orientated.

### CAREER SCAN:

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#### Chandresh Cables Ltd

September 2012 – Till Date

Chief HR Manager – Corporate & Administration  
(Reporting to Director)

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### Highrise Management Services Pvt Ltd

May 2011 – September 2012

Business Development Manager as the Recruitment & Corporate Consultant  
(Reporting to Director)

### Birla Sun Life Insurance

3 Months Projects

Management Trainee - Agency Development Manager

### Kotak Mahindra Bank

3 Months Projects

Management Trainee - Business Development Manager

### KEY RESULT AREA / RESPONSIBILITIES:

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- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Handling the complete recruitment life cycle & recognizing manpower requirements of various departments of the company.
- Administration Maintaining Database, Bifurcation, Database Management.
- Finance and Bank Correspondence with vendors likewise for stamped documents, letter of credit, undertaking, and bank guarantee, etc.
- Establishing a proper organizational structure.
- Implements new hire orientation and employee recognition programs.
- Conducts or acquires background checks and employee eligibility verifications.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Controlling day-to-day Human Resource & Administration processes & functions comprising Compensation & benefits, Planning, Talent Acquisition/Recruitment, Employee relation, Employee retention, Staffing, Performance management, Grievance & Discipline tasks, Adherence to local labor laws, IT, Security, Housekeeping, Timekeeping, Vendor Management and Payroll.
- Creating & submitting to the top management all important MIS reports on the daily, weekly & monthly basis. MIS reports included Manpower situation, employee accommodation status, recruitment and payment updates.
- Refreshing the employee manual, systems, methods, implementation and HR related forms with consent from the apex management body.
- Holding experience in handling payroll process and compliance using Pay pack, Excel as well as HRMS Software.

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### ALMA MATER / ACADEMICS:

| SR.No | DEGREE   | YEAR OF PASSING | INSTITUTE   | UNIVERSITY / BOARD   | GRADE (%)  |
|-------|--|-----------------|---|--|--|
| 1.    | POST GRADUATE DIPLOMA MANAGEMENT IN HRM.<br><br>A JOINT CERTIFICATION PROGRAMME FROM AMA & CSUSB | 2014-15         | AHMEDABAD MANAGEMENT ASSOCIATION AND CALIFORNIA STATE UNIVERSITY,<br><br>SAN BERNARDINO | AHMEDABAD MANAGEMENT ASSOCIATION (AMA)<br><br>AND<br><br>CALIFORNIA STATE UNIVERSITY (CSUSB) | A JOINT CERTIFICATION DEGREE FROM AHMEDABAD MANAGEMENT ASSOCIATION AND CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO |
| 2.    | MBA<br><br>FINANCE & HR  | 2009 - 11       | R.B. INSTITUTE OF MANAGEMENT STUDIES  | GUJARAT TECHNOLOGICAL UNIVERSITY   | CPI : 7.67/10<br><br>(DISTINCTION)   |
| 3.    | B.COM  | 2008            | SHREE NARAYAN GURU COLLEGE OF COMMERCE  | GUJARAT UNIVERSITY   | 68 %<br><br>(1 <sup>ST</sup> CLASS)  |
| 4.    | HSC  | 2005            | FIRDAUS AMRUT HIGH SCHOOL   | GSHSEB   | 75%<br><br>(DISTINCTION)   |
| 5.    | SSC  | 2003            | SILVER BELLS HIGH SCHOOL  | GSHSEB   | 64 %<br><br>(1 <sup>ST</sup> CLASS)  |

### EXTRAMURAL ENGAGEMENTS:

- ✓ I had being certified with the **Advance Diploma in HR Generalist Functions & Training** from the Meteir **HR Services, Pune** (Completed Certification Programme with Practical training & Hands on experience on – core HR Domain areas, Manpower Planning, Recruitment process, compensation benefits. MIS Reports & advance Excel Reports, MS and GD, SWOT Analysis, Competency mapping. ER Management. PF, ESIC, Payroll processing)
- ✓ Former HR & Business Associates at B intelligence, Entrust Consulting, Aspireotech Pvt Ltd, Mudrakan, Fuzia, Worldkids, Frameboxx, Shreeji Softwares, Prime Apps, Zenonlabs, Yogi Creations, Organutans, Prakash Infotech, Blue Wisdom Pvt Ltd, IndiaGift & Tohfa4u
- ✓ HR Members with Consultant Cube, HR Milestone , HR Shapers, MTHR Global, NHRD, AHRD, WICCI UP HR, GCCI, CFI, WSCC, Womens Forum, ISTD, BNI and many networking forum.
- ✓ I had being honored from Heartfules, Yuva Parivartan Foundation and Pink foundation for successful Organization CSR Event.
- ✓ I am giving my content contribution for HR and Business Magazine.

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### PERSONAL DOSSIER:

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**Family:** Father (Business Person) Mother (House Wife) Brother (Verification Engineer)

**Communication Address** - K 502 Maple Tree Garden Homes, Nr Surdhara Circle, Sal Hospital Road, Thaltej Ahmedabad -380052.

**Date of Birth:** 21<sup>st</sup> October 1987

**Gender** – Female

**Religion/Caste** – Gursikh (Indian)

**Marital Status** - Single

**Languages** – English, Hindi, Gujarati & Punjabi

**Hobbies** – Watching Sports, Walking, Yoga, Cycling, Listening, Dancing

### Salaries:

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**Current CTC** – 8.50 LPA

**Expected CTC** – 30% (Negotiable)

**Notice Period** – 1 month (Negotiable)

### REFERENCES:

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I will be more than glad to furnish when requested.

### DECLARATION:

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All the data stocked above are accurate to the best of my understanding.

**Simran Kaur**

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