

# RANDEEP

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## Resume

### Objective:

To obtain a position with a progressive company with a strong focus on creativity and problem solving. To find a position that is challenging, rewarding and provides an opportunity to expand my knowledge and abilities in creating centric solutions.

### Education:

- Master of Business Administration (2010-2012) from DBIMCS, Mandi Gobindgarh affiliated to Punjabi University, Patiala with 82.25% aggregate.
- Bachelor of Science (2010) from Govt. College, Hoshiarpur affiliated to Punjab University, Chandigarh with 62.45% aggregate.
- SSC (2007) from S.D. Senior Secondary School, Hoshiarpur (P.S.E.B.) with 63.8% aggregate.
- HSC (2005) from Holy Heart School, Hoshiarpur (P.S.E.B.) with 74% aggregate.

### Areas of Profession:

- More than 1 Year of experience in Human Resource. Created a strong and technical team Consultant relations and communication interfaces.

I have worked in the following Areas:

- Possesses 12 months exposure in HRD functions with exposure in conceptualizing & effectuating measures/ modifications in the operating procedures to optimize resource and manpower utilization.
- Possesses a clear understanding of the industry HR Trends with the distinction of instituting quality practices to achieve business excellence.
- Deft at motivating employee morale, controlling attrition and building committed team.
- An enterprising leader with excellent communication and people management skills that have been honed through managing multi skilled team.

### Professional Skills:

**June – 2012 to September -2012 – Vodafone One Communication**

**Human Resource Executive – Cum - Trainee**

### **Key Responsibilities Area's-**

- Managing the recruitment cycle through job portals, consultancies and with reference.
- Customer and visitors handling and resolve their queries.
- Maintain all MIS Reports.

**October -2012 to December-2013 - Shine Deziign Infonet Pvt.Ltd**

### **Human Resource Executive**

### **Key Responsibilities Area's-**

- Managing welfare measures like employee development plans, resource development, etc to enhance motivational levels.
- Ensuring prompt resolution of employee grievances to maintain cordial relations between employees and senior management.
- Identifying training needs across levels through mapping of skills required for particular positions & analysis of existing levels.
- Handling recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirement.
- Executing the entire required task in recruitment encompassing sourcing, screening, short listing, selection, appointment etc.
- Developing and maintaining MIS reports and other operations.
- **January-2014 to Present – Punjab State Planning Board**

### **Intern**

### **Key Responsibilities Area's-**

- Managing the budget and making plans for the welfare of Punjab State.
- Handling the queries of the different departments in proper manner.
- Executing the entire required task to execute the new schemes in the state.
- Developing and maintaining MIS reports and other operations.

- **January -2015 to June-2015 — Defacto Infotech Pvt.Ltd.**

### **Human Resource Executive**

### **Key responsibilities areas**

- Handling recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirement.
- Developing and maintaining MIS reports and other operations.

**July -2015 to January-2017 — ucreate IT Pvt.Ltd.**

## Human Resource Executive

## Key Responsibilities Area's-

- Managing welfare measures like employee development plans, resource development, etc to enhance motivational levels.
- Ensuring prompt resolution of employee grievances to maintain cordial relations between employees and senior management.
- Identifying training needs across levels through mapping of skills required for particular positions & analysis of existing levels.
- Handling recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirement.
- Executing the entire required task in recruitment encompassing sourcing, screening, short listing, selection, appointment etc.
- Developing and maintaining MIS reports and other operations.
- Organise parties , tours, trips and employee engagement activities
- Giving Presentation to motivate them
- Circulate orders or policies execution
- Performance appraisal handling, salary payroll, ESI , EPF, resolve queries and other

### Professional Experience:

- 2012 June – 2012 October – Vodafone –One communication
- 2012 October— 2013 December– Shine Deziign Infonet Pvt.Ltd
- 2014 January - 2014 December - Punjab State Planning Board
- 2015 Janaury – 2015 June – Defacto Infotech
- 2015 July – 2017 January – ucreate IT Pvt.Ltd.

### Academic Projects:

- I have done Industrial Training on “Employee Welfare” at Verka Milk Plant at Mohali location.
- Secondly, I have done my major project on “Comparison the Job Satisfaction in Public and Private Bank.”

### Personal Information:

Date of Birth

2<sup>nd</sup> October, 1989.

Randeep

Mobile no. +91-9041084989

randeepsindhu1989@gmail.com

Language Known	English, Hindi & Punjabi.
Residential Address	S.A.S. Nagar, Old Tanda Road, Near Jai Kisan Cold Store, Hoshiarpur – 146001.
Contact Number	9041084989

**Academic Achievement:**

- Participated in International Seminar on Women Empowerment.
- Successfully Organized HR Event “RAAH”.
- Received prize from Lieutenant for innovative mind.

**IT Skills:**

- Having knowledge about MS- Office, spreadsheets and Basic knowledge about C++ and PHP.

**DECLARATION**

I here by declare that all the details furnished are genuine and can be subjected to verification at any time.

Place : Mohali  
Date : 22<sup>nd</sup> Dec,2014

Yours Sincerely

(Randeep)