

## **PARVEEN CHAUHAN**

☎ 8397973346 | ✉ mrpunit78381@gmail.com

📍 Gurugram

Currently working in Gurugram Sec-49 Spaze ITech Park

---

### **CAREER OBJECTIVE**

To work in a dynamic and growth-stimulating environment which provides ample opportunities to utilize and enhance my skills. I look forward to being an asset to the organization and moving to a higher Professional career.

---

### **PROFESSIONAL SUMMARY**

Human Resources professional with 4.9+ years of progressive experience in managing full employee life cycle HR activities in a fast-paced environment, with extensive knowledge of human resource principles and the ability to handle complex problems using outstanding organizational and people management skills.


---

### **SKILLS**

- Recruitment/Talent Acquisition
  - Workforce Planning
  - Sourcing
  - Onboarding
  - Training
  - Performance Management
  - Recruitment Investigations
  - Compliance
  - Payroll
  - Data Analysis
  - HRIS Systems
  - Coordination Skills
  - Salary
-

## PROFESSIONAL EXPERIENCE

### Narmada Polymers (Brand Name: Abros Sports International)

 Sep 2020 to Aug 2023

#### About Company:

Narmada Polymers is engaged in the business of facilitating the selling, marketing, and retailing of Sports Shoes Manufacturing & then Company working customer Adidas, Bata Abros.

#### Role:


As an **HR Executive** working in a start-up organization, the heart of fostering the company's growth, shaping its culture, and ensuring its workforce thrives. Working in a start-up setting offers unique challenges and opportunities compared to traditional corporate environments.

#### Responsibilities:

- Handling the entire employee life cycle, from Recruitment to Exit
- Formulation of HR Policy, HRMIS
- Recruitment, Payroll, Training, Exit Interviews
- Daily Attendance Verification All Plant.
- New Candidate Join Esic & Pf Registration.
- Pf & Esic Challan Ready Every Month of 10<sup>th</sup>.
- New Candidate join 3 days after enrolment.
- Good Knowledge for excel.
- Grievance handle for salary.
- Salary attendance check for every month of 3<sup>rd</sup>.
- All plant handle admin work with.
- Contactor bill check for salary sheet.
- Contractor Compliance check.
- Every Month of 5<sup>th</sup> audit for compliances.
- New candidate joins for contractor roll check for suitable candidate.
- New candidate third party & Company payroll candidate person file proper ready.
- Every month attendance checks for candidate.

---

## KIRAT PLASTICS PVT LTD

 23 Sep 2023 – 5 Jan 2025

#### About Company:

Kirat Plastics develops, manufactures, and delivers high-quality Automobile Part for Car all plastics part Manufacturing Products.

### **Summary:**

Years of direct Sr. **Human Resources Executive** experience in Automobile manufacturing industries handling various job responsibilities for managing a smooth system in the organization.

### **RECRUITMENT:**

- Handled recruitment from entry-level to senior-level positions
- Good experience in handling both permanent and contract-to-hire positions
- Sourcing relevant candidates using portals like NAUKRI (good grasp), INDEED, etc.
- Handling start-to-end cycle of the recruitment
- Technical recruitment, sourcing and screening relevant candidates, coordination, mass mailing.
- Regular task using MS Excel & Google Sheet Prepare.
- Conducting telephonic and face-to-face interviews
- 3<sup>rd</sup> party roll candidate bill of ready every month 5<sup>th</sup> date.
- Working as a support for the team managing own work along with training the newly aligned in the people.
- Experience in salary negotiation
- Handling all joining formalities: Candidate background verification, issuing joining letters, appointment letters, etc. □ Maintain Recruitment to Joining FMS.

### **TALENT ACQUISITION & TALENT MANAGEMENT:**

- Responsible for primary screening and coordinating with HODs for final selection
- Conducting HR Orientation and Induction of New Joiners
- Handling all joining formalities including bank A/c opening
- Identify training needs and schedule training programs by coordinating with the trainer with in training 3 days.
- Act as a mediator between different departments for smooth functioning
- Coordination with HODs for annual increment and prepare increment letters
- Handle proper documentation of all employee/personnel-related documents
- Generating employee codes and login process in biometric machine
- Generate attendance data from biometric machine and make attendance sheet in Google Sheet.

### **PAYROLL RESPONSIBILITY:**

- Handling salary as per company policy – calculating overtime, leave deduction, advance payment deduction, PF and ESIC deduction.
- Make and maintain monthly salary sheet.
- Maintain PF and ESIC challan data.
- Full & Final settlement for left employees.

## EMPLOYEE ENGAGEMENT ACTIVITIES:

- Managing staff of 180+ employees and providing feedback to management to enhance a better and cordial working environment
- Grievance handling
- Reward and recognition activities conducted annually for best performance

---

## Divvy solar Power & Solution Pvt. Ltd.

 06 Jan 2025 Till Now-

### About Company:

Divvy Solar develops, Resale, and delivers high-quality and Epc Project for Solar Panel Insulation Working in Site.

### Summary:

Years of direct **Assistant Manager Human Resources** Experience of Solar panel industry & insulation work for site solar panel.

## RECRUITMENT:

- Handled recruitment from to senior-level & Junior -level positions
- Good experience in handling both permanent Candidate Hiring.
- Sourcing relevant candidates using portals like NAUKRI (Job Hai), INDEED, etc.
- Handling start-to-end cycle of the recruitment
- Technical recruitment, sourcing and screening relevant candidates, coordination, to connect for interview.
- Regular task using MS Excel & Google Sheet.
- Conducting telephonic and face-to-face interviews.
- Working as a support for the team managing own work along with training the newly aligned in the people.
- Experience in salary negotiation candidate for interview final.

Handling all joining formalities: Candidate background verification, issuing joining letters, appointment letters, etc.

## **PAYROLL RESPONSIBILITY:**

- Handling salary as per company policy – calculating overtime, advance payment deduction, PF and ESIC deduction.
- Make and maintain monthly salary sheet.
- Maintain PF and ESIC challan data.
- 

## **EMPLOYEE ENGAGEMENT ACTIVITIES:**

- Managing staff of 100+ employees and providing feedback to management to enhance a better and cordial working environment
- Grievance handling
- Reward and recognition activities conducted annually for best performance

## **COMPUTER SKILLS**

- Good grasp of Google Sheets
- Maintain FMS and dashboards
- Skilled in Outlook, MS Office, Excel, and internet applications

---

## **ACADEMIC QUALIFICATIONS**

- B. Com from Himalaya Garhwali University
- 12th from H.B.SC. Board
- 10th from DELHI. Board

---

## **STRENGTHS**

- Strong believer with a positive attitude
- Good learner and always seeking advancement in existing knowledge.
- Committed to assigned tasks

---

## **PERSONAL INFORMATION**

- **Date of Birth:** 30-JUN-1999
- **Father's Name:** Mr. Surender Singh
- **Gender:** Male
- **Marital Status:** Married
- **Languages Known:** Hindi, English
- **Hobbies:** Reading books, Cooking