

ANSHU GULATI

EXECUTIVE- HR-ADMIN



Gurugram



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+91-9910841534

Decisive, professional-driven, targeting senior managerial level assignments in **Human Resource**. Leveraging and fostering a positive work culture, providing administrative support, and optimizing processes to drive business success

CORE COMPETENCIES

- HR Systems & Implementation
- Talent Acquisition
- Employee Engagement
- Performance Management
- HR Policy & Procedures
- Employee Lifecycle Management
- Recruitment and Onboarding
- Benefits Administration
- Training and Development

SOFT SKILLS

- Communicator
- Decision Maker
- Analytical
- Problem Solver
- Team Player

TECHNICAL SKILLS

- HRMS Software
- Keeka Payroll Software
- Microsoft Office

PROFILE SUMMARY

- **Dedicated and results-driven Executive in HR-Admin with 9 years of experience** in managing the intersection of human resources and administrative functions
- **Proven expertise in streamlining HR operations**, ensuring compliance, and enhancing organizational efficiency
- **Proficient in Talent Acquisition**, from job posting to onboarding, ensuring a seamless transition for new hires
- **Skilled in HR Information Systems (HRIS) and technology platforms** to streamline HR processes and enhance efficiency
- **Well-versed in labor laws, HR policies, and regulatory compliance**, ensuring a legally sound and ethical work environment
- **Experienced in managing employee benefits programs** and assisting employees with benefit-related inquiries
- **Knowledgeable in payroll coordination** and addressing payroll-related concerns
- **Effective at providing administrative support**, organizing meetings and events, and optimizing office operations
- **Proficient in maintaining accurate HR records and generating reports** for data-driven decision-making
- **Excellent verbal and written communication skills**, including the ability to communicate effectively with employees at all levels

WORK EXPERIENCE

Jul'21–Present| JB Power Consultants Pvt. Ltd, Gurugram as Exe. HR & Admin|

Key Result Areas:

- Managing relationships with HR and administrative service providers, such as recruitment agencies, training institutions, and office supply vendors
- Administering the Medclaim and Accidental Insurance for all employees, as well as overseeing Building Insurance maintenance
- Managing the onboarding process for new hires, maintaining employee personnel and recruitment files, and organizing monthly events
- Coordinating meetings, interviews, and appointment schedules while also overseeing the office and guest house equipment
- Undertaking various administrative responsibilities such as stock verification, petty cash management, courier services, florist arrangements, pest control, and housekeeping
- Collaborating with travel agencies to handle airline, railway, hotel, and car bookings, as well as facilitating visa processing and forex exchange
- Maintaining records of employee attendance, leave, and offer letters, including offer letter preparation
- Creating calendars, scheduling meetings, and making travel arrangements for the CEO, in addition to managing the CEO's accounts as directed by the Executive Assistant
- Organizing travel plans, hotel reservations, and car rentals, and submitting employee expense reports for departmental reimbursement
- Directing Medclaim and Accidental Insurance for all employees, along with the maintenance of Building Insurance
- Leading the recruitment and onboarding of new employees, maintaining their personnel files, and coordinating monthly events

EDUCATION

Pursuing MBA (HR & Finance)
Mangalayattan University, Aligarh

B.A. (Arts & Humanities)
Punjabi University, Patiala in 2008

PERSONAL DETAILS

Date of Birth:8th March 1986

Address: 104, 95 E, Bharat Residency, Sector 15
Part 2 Gurugram-122001

Languages Known: English, Hindi & Punjabi

Feb’17– Dec’20| Mogae Media Pvt. Ltd, Gurugram as Exe. Admin & HR |
Key Result Areas:

- Managed daily HR operations and administrative responsibilities, which included maintaining a dashboard and generating MIS reports, as well as keeping records of personnel-related information
 - Addressed inquiries and requests, offering necessary support
 - Rerouted HR-related calls and distributed correspondence to the appropriate team members
 - Collaborated with various departments, overseeing functions such as payroll, employee benefits, and medical claims
 - Organized meetings, interviews, monthly office events, training sessions, and seminars. Conducted orientations, managed the onboarding process, and updated the new hire database
 - Compiled reports on general HR activities, including the collection of employee feedback
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SABBATICAL

Sep’16– Feb’17| Maternity Break |

PREVIOUS EXPERIENCE

Jan’12– Sep’16| Libsys Limited, Gurugram as Exe. Admin |
Key Result Areas:

- Led administrative responsibilities including the acquisition of equipment, procurement, maintenance, safety and security measures, vendor management, office operations, and the coordination of onboarding processes for new team members
- Coordinated activities such as conference calls, off-site meetings, catering arrangements, travel logistics, and the organization of trade shows, as well as compiling and managing expense reports, and facilitating new telecommunication connections for the corporate entity
- Ensured the proper management of cash limits, invoices, payments, and monitoring bank deposits and expenses databases, while also handling payroll, budget oversight, and the preparation of investment records
- Provided administrative assistance to the CEO and supervising duties such as inventory verification and the design and production of business cards, among others

Jan’10– Jan’12| Haier Telecom, Gurugram as Exe. Admin & HR |
Key Result Areas:

- Managed queries related to company policies.
- Responsible for establishing innovative policies and sharing them with the employees.
- Responsible for arranging passport, visas and travel logistics, both domestic and international.
- Scheduled conference calls, venues and catering (on and off-site).

Jan’09– Jan’10| British Counseling & Educational Services (BCES) a unit of BCES Admissions Abroad Pvt. Ltd. as Data Coordinator & Admission In-charge|