

# Sundri Dhiman

## PROFESSIONAL SUMMARY

Insightful **Sr. HR Executive** with experience directing and improving operations through effective employee motivational strategies and strong policy enforcement. Proficient in best practices for market trends and regulatory requirements of industry operations.

## CONTACT

**Address:** #448 A, Sector 53, Phase 3A, SAS Nagar Mohali.  
**Phone:** 9056480769  
**Email:** [sundrid8@gmail.com](mailto:sundrid8@gmail.com)  
**Insta Id :** tanu3989  
**Permanent Address :** V.P.O Barot Banal, Tehsil Fatehpur, Distt Kangra (176022)

## SKILLS

- Staff management
- MS word
- PPT
- Canva
- Outlook, webmail
- Asana
- Excel

## WORK HISTORY

### HR Executive: Mehcubei Solutions Pvt. Ltd

(March 2019 – September, 2021)

Mehcubei is an “IT software company” dealing with Mobile Development, Website Development, Chatbot, IOT, SEO and Digital Marketing.

#### Roles and Responsibilities:-

Sourcing Candidates from various job portals.  
Screening  
Calling the candidates and managing the database  
Interview Scheduling (Online/Offline)  
Joining formalities (Offer letter, Joining, Documentation)  
Exit formalities/full and final settlement  
Employee Attendance and leave management  
Employee Verification  
Expenses Management and Payroll  
Making Agreements for clients  
Worked with some managerial activities checking the work reports of every employee and matching their task list assigned to them.  
Asking the reason of non-completion of their tasks, Report to the director regarding the same.  
Creating Skype account of new joiners

### WebSpace Solutions: HR Executive

October 2021 to April 2022

**WebSpace Solutions Pvt Ltd** is a Web design and development company.

#### Responsibilities:-

Job posting on various job portals, Selection, Interviewing, Section, Joining formalities, Induction, Policies Creation  
Banner Creation for job posting, Payroll etc

Staff management, Policies and procedures, strategic planning, Administration.

### Employee Excellence Executive: Teleperformance

(June 2022 – December 2022)

**IJP** Uploading with the permission of Higher Authority.  
Schedule the interview of Selected Employees from IJP with training department.  
Send the Promotional letter  
Grievances handling  
Warnings Mails  
Online Fun Activities/off Line  
Policy Refresher Session

### Sr. HR Executive: Stark Edge & Seoily

(Jan 2023 –Aug 2023)

Joining formalities (Offer letter, Joining, Documentation) Exit formalities/full and final settlement  
Employee Attendance and leave management  
Employee Verification  
Expenses Management and Payroll.  
Creating Skype/ Zohoo accounts of new joiners.  
Festival & Birthday celebrations.  
Expense Management  
Deal with bankers in order to open bank accounts of employees.  
Banner creation for job posting staff management, Policies and procedures, strategic planning, Administration.  
Coordinating with the operation team to get know the hiring needs  
Handling the team of recruiters (Headcount 2)  
Coordinating with the recruitment team regarding hiring and work.

**Currently handling two companies:** Stark Edge (Mob & Web) & Seoily (Digital Marketing)

EDUCATION QUALIFICATION

MBA from GGS collage of Modern  
Technology, Kharar (PTU- 2016-  
2018)

Graduation B.SC (Botany)  
W.R.S PG Collage Dehri (H.P.U  
Shimla- 2013-2016)

LANGUAGES

English, Hindi, Native Language

Sundri Dhiman