

# Ekta Sabbarwal

Experienced HR Operation Associate with over 3 years of experience. Excellent reputation for resolving issues and improving employee satisfaction.

Address:13/4BalkeshwarColony,  
Agra,UttarPradesh.  
8650895375.

## EXPERIENCE

### **NTT Data, Gurugram—HR Operation and Admin Senior Associate**

August 2019 - PRESENT

- Trade onboarding, offboarding, layoff and background check and other HR operation processes.
- Work on Employee Life Cycle Management.
- Provide and execute process improvement ideas.
- Conduct training for high-level executives and employees on the process.
- Ensured that plans were created and deadlines were met to complete projects on time while maintaining high quality service standards and performance targets.
- Identified issues, examined data, and provided solutions to problems.
- Maintains HR files and folders for audit and documentation.
- Ensure that policies and procedures are maintained and that managers and employees are informed of them.
- Keep up with communication and coordination with both internal and external stakeholders.

## SKILLS

Good in communication and coordination.

Time and Task Managment.  
Problrm Solving.  
Presentation Skills.



## AWARDS

Been apraised for managing High work flow with multiple task.

Achived 1st prize in DIGITAL POSTER MAKING competition in MARKFEST-2017 organized by IMS UG -Campus, Ghaziabad.

**Achieved 2nd prize in MARKETING QUIZ in MARKFEST-2017, IMS UG - Campus, Ghaziabad.**

**Achieved 2nd prize in DEBATE COMPETITION in ABC Budget Conclave, organized by AKGIM, Ghaziabad.**

**Achieved 3rd prize in CII Majestic event.**

**Awarded Awarded to MOST PUNCTUAL by D.E.I (Deemed University), AGRA**

**Student Editor for Rays 2017 & 2018 (News Letter), AKGIM.**

## IBM, Gurugram — Finance Practitioner ¶

August 2018 – August 2019

- Managed the Samsung accounts payable department for 4 countries.
- Collaboration with clients to understand needs and provide excellent service.

## Tools ¶

¶

Success Factor, Service Center, Sales Force, BGV Tools, FADV, Sterling, SAP, Pardot.

## EDUCATION

### AKGIM, Ghazibad — M.B.A

August 2016 - May 2018

Specialisation - HR

### D.E.I, Agra — B.Com.Hons.

July 2013 - May 2016

Specialisation - HR

## PROJECTS

- Comparative study on Recruitment and Selection Process of Public Sector Bank and Private Sector Bank.
- Effective training and development at Varun Beverages.
- A study on Branded and Non-Branded Apparel.