**Gurneet Kaur**

Wz-142, Plot No.-336, 3rd Floor Chand Nagar, Near Tilak Nagar, New Delhi-110018

**Contact No.:-** 9582052615 **E-mail Id:-** [gurneet0525@gmail.com](mailto:gurneet0525@gmail.com)

**Objective**

To secure a valued position in the HR Department and work towards the achievement of Organizational mission and vision and also individual goal by utilizing my knowledge, skills and experience

**Career Summary:-**

**7 years’** experience in **Ernst & Young** in Human Resource Management. Knowledge of Taleo Human Resource Information System (HRIS), SFR Portal, Human Resource, managing CVs in the portal from the different sources & 1 Year Experience in accounts. Make Vouchers and maintain files of the accounts and finance.

**Core Competencies:-**

1. Taleo HRIS Techno Function
2. Uploading CVs in portal with matching the req. ids according to the job position.
3. Complete knowledge of the work after hiring of the candidate.
4. Knowledge of GT&E Portal
5. Upload all details of the candidate in the portal

* Education of the candidate
* Previous work experience of the candidate
* Full information of the candidate related to them

**Professional Experience :-**

* **EY ( Ernst & Young)**  May’15- May’ 22

**7 years’** experience in **Ernst & Young** as an **Associate** in **Talent Team** of the human resource management and Taleo HRIS techno function. Uploading CVs in the portal from the different sources like from Employee referral, Direct from candidate, Naukri, LinkedIn, Campus, etc.

Doing all the work after the hiring of the candidate in the portal. Maintain all records of the candidates. Fill all the information of the candidate like educations, previous and recently work experience, bank account details in the EY Portal.

Managed job field element to be used requisition id according their work profiles and work experience.

Resolved the queries of vendors about their job posting or duplication of CVs. And the queries of Employee referrals about their referral bonus and help them for posting a job and tell them all referral policies.

* **JMCS (Janshakti Multi-State Multi-Purpose Co-operative Society Pvt. Ltd.**

1 year experience in **JMCS** as an **Accountant** of accounts and finance. Maintain the files of the accounts and salary accounts. Make voucher of the salary accounts and payment of the assets. Maintain all records of the accounts and finance.

**Computer Proficiency: -**

* Knowledge of MS- Office.
* Knowledge of Tally & ERP.

**Academic Qualification**

* MBA in Human Resource Management from Sikkim Manipal University in 2017.
* Bachelor of Commerce from Delhi University in 2014
* Higher Secondary Education from NIOS in 2011
* Secondary Education from CBSE in 2008

**Personal Details:-**

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| * Date of Birth | - | 25th September 1992 |
| * Status | - | Married |
| * Gender | - | Female |
| * Languages Known | - | English, Punjabi & Hindi |
| * Husband Name | - | Gagandeep Singh |
| * Soft Skills | - | Friendly, Reliable, Helping ,Optimist |
| * Specialty | - | Communicating with people |