

Preeti

SECTOR-70, GURUGRAM,
HARYANA (122001)

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CAREER OBJECTIVE:-

In view of my interests and qualifications, I look forward to pursuing a career in the area of **HR Generalist Profile**. I want to work in a competitive and challenging environment that would provide me with new learning & growth opportunities. I play all the duties (whatever given to me by authorities) with great zeal, caliber as well as with great honesty.

WORK EXPERIENCE:-



CURRENT:-



ASK Automotive Ltd. – Corporate Office

- ❖ Location :- Plot No. 13&14, Sector-5, Manesar, Haryana.
- ❖ Department :- HR
- ❖ Designation :- Executive
- ❖ Work Period :- 15/Mar./2023 To till Date

Company Profile:-

ASK Automotive is today India's Largest Manufacturer of 2W Advanced Braking Systems, commanding an 50% share of the Indian two-wheeler market for Advanced Braking Systems including, brake shoes, disc brake pads and brake panel assemblies. Our OEM's customers are – 2W 4W



Job Profile:-

Training & Development:-

- ❖ Responsible for **White- & Blue-Collar** Training & Development.
- ❖ Training Procedure Review.
- ❖ Competency Matrix Review – White Collar.
- ❖ **TNI** (Training Need Identification).
- ❖ Training Calendar Preparation (**Annual & Half Yearly**).
- ❖ Training Conduct as per TNI (Internal & External).
- ❖ Training Record Preparation.
- ❖ Training **Feedback** Analysis.
- ❖ Evaluating the **Effectiveness** of training programmers.
- ❖ Internal Training Certificate Preparation.

- ❖ Exposure of **DOJO center** and development of skill simulators.
- ❖ Independent handling **DOJO** Training.
- ❖ Blue Collar Skill Development (Skill gap Analysis, On Job Training Plan, Skill matrix Upgradation).
- ❖ Independent Handling Audit i.e. **Internal & IATF/ISO/EHS/VSA** etc.

➤ **Recruitment / Talent Acquisitions:-**

- ❖ Candidate sourcing & screening on behalf of **Indent & JD's** received from HOD's through Job portals-



- ❖ Arranging interviews with HOD's and following them till the position is closed.
- ❖ Making **LOI, Appointment letters, Confirmation Letter, Transfer letters, Salary Breakup** and negotiate with the candidate and try to close in same salary or less.
- ❖ Taking care of all the joining formalities & ensuring that all the documents of the new joiners are in accordance with the company's policy.
- ❖ Preparation of complete job description based on the information received from HODs.
- ❖ Explaining **KRAs** to all the new joiners for better understanding.
- ❖ New Joiner Employee satisfaction survey on weekly/monthly/yearly basis.
- ❖ Conducting **Exit Interviews & Exit Formalities**, Exit Analysis and driving retention strategies to retain the talent pool.
- ❖ All Invoices related to HR
- ❖ Keeping Auditors Requirements
- ❖ Supporting role in compliance management
- ❖ Recruitments Audits

➤ **Savior Attendance Software or Time Office:-**

- ❖ Create master data of New Joining Staff.

➤ **HR Functions:-**

- ❖ Monthly **MIS** Updating
- ❖ **KRA** Updating
- ❖ **R&R and J.D** Preparation
- ❖ Organization Chart (**O.C**) prepared & updated on monthly basis.
- ❖ meeting, Department Review meeting – MOM Preparation & follow-up & closing.

➤ **Employee Engagement Activities:-**

- ❖ Team Building & Funny Saturday Activity.
- ❖ Poster Slogan Competition on theme month.
- ❖ Jhatpat Activities for Associate.
- ❖ Birthday Celebration.
- ❖ Annual Day & Festival Celebration.
- ❖ Medical camp / Blood donation camp / Adhar Card correction & Banking camp etc. organized.



PREVIOUS:-



Dhoot Transmission Pvt Ltd. –

- ❖ Location :- Sector-8, IMT, Manesar, Gurugram, Haryana
- ❖ Department :- HR
- ❖ Designation :- Executive (Training & Development)
- ❖ Work Period :- 01/June/2022 To 14/March/2023 – **9 Months**

Company Profile:-

Dhoot Transmission Private Limited (DTPL) provides transmission equipment. The Company offers wire harnesses, cable systems, copper wires, electronics tooling, stamping, and molding equipment).

Job Profile:-

➤ Recruitment, Workforce Planning & Hiring:-

- ❖ Screening & short-listing candidates profile as per defined competencies.
- ❖ Taking care of all the joining formalities & ensuring that all the documents of the new joiners are in accordance with the company's policy.
- ❖ CV screening from job portals.

➤ HR Function:-

- ❖ Independent handling **DOJO** Training.
- ❖ Designing **Training Calendar** as per **TNI** for the entire division.
- ❖ Evaluating the Effectiveness of training programmes.
- ❖ Maintain documents for Audits like **IATF/ISO** etc.
- ❖ Maintain the all record related to training.
- ❖ Conducting reviews & providing feedback on areas of improvements.
- ❖ Prepared weekly training plan of existing manpower.
- ❖ Practically training given to new employee in Dojo.

Motivation & Empowerment

- ❖ Service award, Performance Rewards.
- ❖ Birthday wishes, Wedding wishes.
- ❖ Training PPT's
- ❖ Festivals special day celebrations.
- ❖ Annual Day Celebrations.

➤ PROFESSIONAL QUALIFICATION:-

QUALIFICATION	COLLEGE / SCHOOL	BOARD	YEAR	PERCENTAGE
MBA	University School of Management	KUK	2022	8.22 CGPA
Graduation	Metis Degree College	C.R.S University	2020	78.42%

➤ ACADEMICS QUALIFICATIONS:-

QUALIFICATION	SCHOOL	BOARD	YEAR	PERCENTAGE
12 th / Intermediate	Vivekanand Sr. Secondary School	Haryana	2017	90.60%
10 th / High School	Govt. High School	Haryana	2015	76.00%

➤ SOFTWARE SKILLS:-

- **Word Processing** : MS-Word, MS-Excel, Power Point, MS Outlook etc.

➤ ACHIEVEMENTS:-

- ❖ Cost saving, 98% hiring through Naukri and Linkdin.
- ❖ Staff recruitment within TAT days after positions approval.
- ❖ Offer to Closer (95%).
- ❖ Appreciation received by customer (**SMIPL**) for overall Dojo Training process.

➤ STRENGTHS:-

☀ Team Player ☀ Leadership ☀ Energetic ☀ Responsible ☀ Committed to deadline ☀ Environment adaptive.

➤ PERSONAL INFORMATION:-

Father's Name : Mr. Ramkesh
Mother's Name : Mrs. Asha
Date of Birth : 24/08/2000
Marital Status : Unmarried
Language : Hindi, English
Current CTC : 3.84 LPA
Expected CTC : As Per Company Norms
Permanent Address : Vill- Hadwa, Post- Pillu Khera, Sub-dist- Safidon,
Dist- Jind, Haryana (126113)

❓ DECLARATION:-

It is being submitted for your kind consideration with the hope that you will give me an opportunity to prove my worth. I hereby declare, above furnished data's true and correct to the best of my knowledge.

Place:- Gurugram

Date:-

Signature:-

Preeti