



EMRAN ALAM

HR EXECUTIVE

Contact Details

+91 7557755154

emranalam2382@gmail.com

Siwan (Bihar)

Personal Details

- Date of birth :- 04-02-2001
- Father Name :- Raj Mohamad
- Gender :- Male
- Nationality :- Indian

Skills

- Teamwork
- Communication
- Time Management
- Good Listener
- Good knowledge in
- Ms. Word, Advance Ms. Excel
- Power Point
- Outlook
- Internet
- Employee On-boarding & Off-boarding

Languages

- Hindi
- English

Marital Status

- Unmarried

Hobbies

- Reading
- Playing Cricket
- Travelling

Career Objective

To pursue a challenging career in an esteemed organization, where there is a scope for growth, improvement and I can apply the knowledge that I have acquired in my work experience & would like to become an asset to the organization.

Education Background

- **Advance diploma in computer application, 2021**
DPS Computer Institute, Mahamada, Siwan, Bihar, India
- **Bachelor of Arts, 2019-2022**
Nalanda Open University, Patna, Bihar, India
- **Intermediate of Science 2017-2019**
Indra Singh High School, Cum Inter College, Hilsar, Siwan, Bihar- India
- **Matriculation: 2017**
Indra Singh High School, Cum Inter College, Hilsar, Siwan, Bihar- India

Experience Details

- April 2023-To- Now: (Spectrum Talent Management Limited. As a HR Operations Executive)
- August 2022–April 2023 (Spectrum Talent Management Limited, as a Onboarding Executive)

Key Competencies

- Joining Formalities, Preparation Salary Structure, Preparation Attendance, Salary Processing,
- Handling complete payroll, Reimbursement, Preparation Daily Late Coming & Absenteeism Report in Attendance Register.
- Preparation Confirmation Letters, Offer Letters, Appointment Letters, Increment Letters, Absconding Letters, Warning Letters, Termination Letters.
- Generating Invoicing, Prepare PPT Weekly and Monthly basis, & Prepare the Daily, Weekly, Monthly MIS reports.
- On-boarding of candidates.
- Maintenance of Daily tracker, Master tracker and Different data on MS Excel required to be published before management.
- Maintain MIS report of Calling Data.
- Ensuring completion of joining formalities.
- To solve the queries of the employees.

Declaration

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place: -

Date: -

Signature