



**EMRAN ALAM**

**HR EXECUTIVE**

### **Contact Details**



+91 7557755154



emranalam2382@gmail.com



Siwan (Bihar)

### **Personal Details**

- Date of birth :- 04-02-2001
- Father Name :- Raj Mohmad
- 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