

Gitika Sambial

✉ gitikasambial89@gmail.com

☎ 9418804208

🏠 Chandigarh / Mohali SAS Nagar

OBJECTIVE

Looking for a position in the HR department of the reputed organization to start my career for new learning and add some value to the profitability of the organization.

PROFILE SUMMARY

Over 5+ years of experience in the areas of HR Operations, Recruitment & Selection, Payroll Management, Administration, Policy Formulation, Grievance handling, Manpower planning, Compensation & benefits, Employee Engagement, Statutory Compliances.

PROFESSIONAL EXPERIENCE

ORGANIZATION	DESIGNATION	TENURE
Congruex Asia Pacific LLP	Executive – HR	July 21- Present
Attar Logistics Private Limited (Chandigarh)	Executive – HR	Mar 19 – July 2021
Pioneer Education (Chandigarh)	Executive – HR	Feb 18 – Feb 19
Cocubes Technology (Himanchal)	Accessor	Jan 16 - Feb 18

Current company

Congruex Asia pacific LLP Mohali (July 2021-Present)

Key Responsibilities: -

- ✓ Onboarded new employees, including training, mentoring and new hire documentation
- ✓ Prepare and maintain new hire spreadsheet records.
- ✓ Draft and transmit securities offer letters.200 plus monthly
- ✓ Processed all HRIS data entry 2000 + employees in Darwin box
- ✓ Answered All query of employees though Darwin Box Helpdesk.
- ✓ Taking care of Employees Insurance i.e GMC GPA monthly Addition deletion Endorsement CD balance

Attar Logistics Private Limited (Chandigarh) (March 19 - July 2021)

Key Responsibilities: -

Key Responsibilities: -

- ✓ Recruitment of all positions.
- ✓ Induction orientation of new joiners.
- ✓ Managing end to end employee lifecycle and ensuring delivery of the HR services within the agreed timelines.
- ✓ Administration – Re-Imbursements, Stationary for all warehouses, Maintenance work etc.
- ✓ Vendor Management (monitoring and reviewing performances & taking corrective and preventive action)
- ✓ Policy formulation and renewal on annual basis.
- ✓ Employee Engagement (R&R, Birthday Bash etc.)
- ✓ Attendance & Leave Management System (Manual / Biometric - HRMS Zing HR).
- ✓ Entire Payroll Management.
- ✓ Salary/ Challans /Over time reconciliation on monthly basis.
- ✓ Compliance Management (PF, ESI, PT, LWF, TDS, Gratuity, Bonus, Minimum wages etc.).
- ✓ Renewal of health Insurance of employees and sharing endorsement details on monthly basis.
- ✓ KYC, PF Withdrawals, Transfers etc approvals from PF Portal through Digital Signature (DSC).
- ✓ Full and Final processing (Gratuity, Bonus, Advance, TDS, Leaves, Service Charge, Salary etc).

ACADEMIC QUALIFICATION

- MBA (HR) from HP University Shimla in 2012.
- Graduation Passed from HP University in 2010.
- Intermediate passed from HPSE Board Dharamshala in 2006.
- High School passed from HPSE Board Dharamshala in 2004

CERTIFICATIONS

- ZingHR Product Admin training on Core HR, Recruitment & Onboarding, Performance Management, OKR & Learning Management System, Payroll Cockpit & Zero Touch Payroll Modules.

SKILLS AND KNOWLEDGE

- Proficient in basic use of MS office, V LOOKUP, Pivot.

BELIEF

“Work hard for what you like otherwise you will be forced to like what you get.”

I hereby declare the above information's are true and correct to the best of my knowledge.

**Yours Truly,
(Gitika Sambial)**