

Curriculum Vitae

Mandeep Singh

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Vill Haibat Pur (DeraBassi) Mohali

CAREER OBJECTIVE:

To obtain the position that will allow me to utilize my knowledge and Skills and willingness to make an organization successful.

ACADEMICS QUALIFICATION:

Course	Institute	Board	Percentage	Year Passing
MBA Finance, HR	Sri Sukhmani Institute Of Engineering And Technology, (Dera- bassi)	P.T.U (Jalandhar)	8.43 CGPA	2019
B.Com	Universal Group Of Institution, (Lalru)	Punjabi University (Patiala)	60%	2016
12 th	Lord Mahavir Jain Public School, (Dera- bassi)	P.S.E.B	70%	2013
10 th	S.B.S.P School, (Dera-bassi)	P.S.E.B	60%	2011

SKILLS PROFILE

- MBA in Human Resources Management with 1 year professional experience in Human Resources and Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

WORK EXPERIENCE

Company Name	eWeb A1 Professionals Pvt Ltd
Location	Mohali Phase 8
Designation	HR Admin
Duration	03 May 2021 (Present)

Job Responsibilities.

1. Recruitment

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. HR Administration

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for Employees, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, warning letter, experience/service certificate, relieving letter, etc.

3. Employee Engagement

- Celebrations - Festivals, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.

- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

Knowledge of Cpanel

- Create new Upwork And LastPass ID Security Questions UpworkID Verifiy
- Maintain all the Record of Upwork,Lastpass,Skype and Gmails
- Add The Portals In Lastpass ID (Upwork,PPH Guru) etc
- Starting billing on Upwork throw Anydesk

Training

Comapny Name	Ovation Remedis
Location	Kala Amb
Dept	Human Resource
Duration	Two Month (01 Nov 2021 to 31 Dec 2021)

Personal Information

Name	Mandeep Singh
D.O.J	19 Jan 1994
Address	Vil lHaibat Pur (Dera Bassi) Dist Mohali (Punjab) 140201

Date

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