

## VINEET KUMAR JOON

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**OBJECTIVE**

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs.

**EDUCATION**

- Completed **Post Graduation Diploma in Business Administration** from Indian Institute of Planning and Management, New Delhi, 2007 - 2009
- Completed **Bachelors of Science in Hotel Management** from Institute of Hotel Management, Catering Technology and Nutrition, Shillong, India, 2003 - 2006.

**WORK EXPERIENCE**

*Assistant Manager Human Resources, Hyatt Ahmedabad, January 2014 onwards*

**Operational**

- Ensuring that Employee Facilities, such as Employee Restaurant, Employee Residences, etc., are maintained to Hyatt International's high standards of operation.
- Conducts interviews and coordinates recruitment activities in liaison with the respective Heads of Department.
- Coordinating with the Human Resources Manager in the administration of internal transfers.
- Assist the department head in the administration of employee Performance Development Discussions and succession planning.
- Handling employee benefits and salaries.
- Prepare and update the Annual Salary and Benefits Survey, Business Plans, Manning Guide.
- Assist the Security Manager in locker, first aid box and Ladies accommodation inspections.
- Participates in the Employee Committee Meetings, e.g. Employee Restaurant, Employee Residences, etc.
- Counsels employees in career prospects, personal issues, job related issues, grievance, discipline, etc.
- Communicates with labour offices and labour law specialists; has a thorough understanding of the local labour law.
- Responsible for all leave administration.
- Assist the Training Manager with Orientation training on job related issues.

**Administrative**

- Assist the Human Resources Manager in the smooth and efficient running of the Human Resources Division, ensuring that all the policies and procedures outlined in the Departmental Operations Manual are strictly adhered to.
- Prepare and update of the Human Resources Departmental Operations Manual.
- Ensures that all employee records are kept up to date (including all employee leaves).
- Ensuring that the hotel is adhering to all Company/Hotel Human Resources Policies and Procedures.
- Make sure that government-stipulated employee legislation is strictly followed and implemented.
- Manages the hotel's employee welfare programmes, ensuring that the benefits supplied are relevant and competitive in the local market place.

**VINEET KUMAR JOON****Customer Service**

- Provides the appropriate level of professional, courteous and caring service to other employees (internal customers) and other visitors to the division; maintains positive guest and colleague interactions with good working relationships.

**Financial**

- Assist the Human Resources Manager in the preparation and updates of the Annual Human Resources Budget.
- Maintain efficient staffing levels and payroll systems, helping Division/Department Heads to maximise productivity and minimise unnecessary payroll costs.
- Be conversant with productivity ratios (and other key performance indicators) and to produce the monthly turnover report, employee sick leave report, vacation reports.
- Ensures that all hotel, company and local rules, policies and regulations relating to financial record keeping, money handling and licensing are adhered to, including the timely and accurate reporting of financial information.

**Marketing**

- Ensure that all in-house rules and regulations and employee activities are communicated to employees and implemented.
- Monitor and prepare the Human Resources Calendar.
- Assist the Human Resources Manager with the compilation and implementation of all employee communications.

**Personnel**

- Support the development of supervisory and management personnel in the hotel, through the implementation of an effective succession plan.
- Ensure high standards of personal presentation and grooming.
- Support the implementation of The People Philosophy in every department in the hotel.
- Assist to conduct Exit Interviews for resigned employees and provides feedback to the Human Resources Manager.
- Ensure all employees are treated fairly and consistently as outlined in their terms and conditions of employment, local legislation, and company/hotel policies and procedures.
- Train the subordinates in statutory legislation in employee and industrial relations.

***Human Resources Officer, Hyatt Ahmedabad, February, 2012 – December 2013***

**Administration**

- Provide smooth and efficient administrative support in the Human Resources Department by assisting the Personnel Manager/Human Resources Manager/Director of Human Resources in the planning, coordination and implementation of all office administration of the Human Resources Office.

**Financial**

- Be conversant with productivity ratios (and other key performance indicators) and to produce the monthly turnover report, employee sick leave report, vacation reports.

**Personal**

- Cross check all employees are treated fairly and consistently as outlined in their terms and conditions of employment, local legislation, and company/hotel policies and procedures.
- A strong professional relationship maintained with all levels of employees within the hotel.
- All employees have a complete understanding of and adhere to employee rules and regulations.
- Conduct Exit Interviews for all resigned employees if necessary and provide feedback to the Personnel Manager.

## VINEET KUMAR JOON

***Assistant Human Resources Manager, A & AIR Solutions, August 2010 to January 2012***

### **Operational**

- Conduct Human Resources statutory compliances audit.
- Assist the clients in preparing the relative documents for their registration under different acts.
- Maintain and update of all statutory registers.
- Prepare all Monthly, Quarterly, Half Yearly and Annual returns and their submission under different acts on time.
- Timely renewal of different licenses under different acts.
- Assist clients employees in Provident Fund withdrawal or transfers of their amount.
- Assist clients employees in getting the ESIC benefits.
- Prepare the documents for different labour issues in labour court.
- Maintain healthy relationship with all government representatives.
- Coordinate in reference check of their new joiners.
- Sourcing the candidates as per the candidature.

***Food and Beverage Associate, Le Meridien New Delhi, September 2006 – January 2007***

- To be familiar with all food and beverage items on the outlet menu.
- To prepare the outlet for operation, including mise-en-place, setting and resetting tables, light cleaning and other assigned tasks.
- To serve food and beverages according to the standards established.
- To complete opening and closing duties as assigned.
- To treat all operating equipment and supplies carefully to minimise damage and reduce wastage.

### **INTERNSHIP**

***Somany Ceramics Limited, Human Resources Trainee, March 2010 – August 2010***

- Assist in recruitments on entry level sales force on pan India basis.
- Assist in making recruitment history reports.
- Assist the new joiners in their joining.

***KNR Management Consulting, New Delhi, June 2008 – August 2008***

- Maintain and update new requirements of all clients on different positions.
- Source the interested candidature on the basis of requirement.
- Conduct initial round of interviews and discuss their status with Human Resources Manager.

***Hotel Mansingh, Jaipur, October 2004 – March 2005***

- Trained at Front Office, Housekeeping, Food & Beverage, Kitchen Stewarding, Events and Human Resources as an Industrial Trainee for 6 months.

### **PERSONAL DETAILS**

Vineet Kumar Joon

Male

Date of Birth: June 04, 1985

Residential Address:

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