

## CURRICULUM VITAE

### ***Vineet Gandhi***

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### Objective

To obtain a position in a premier organization, which will offer a variety of challenges and responsibilities where my abilities and skills can be fully utilized.

### Work experience

➤ **Worked a Year with Just Click Travels Private Limited as a HR Executive at Moti Nagar, New Delhi from June 2018 to 10<sup>th</sup> August 2019.**

- Analysis of manpower Requirement.
- Drafting ads, screening CV's and maintaining records co-ordination with placement agencies
- Handling Recruitment & Selection process.
- Taking HR Round Interview & Salary negotiation
- Responsible for complete joining and orientation Formalities of new employees as per the policies.
- Maintained MIS -- Prepared offer and appointment letters and annual track list of increments and confirmations of employees
- Wage compensation structure –administration, fixation & Negotiation.
- Prepared Job description for various positions as per requirement of HOD.
- Assisting in framing, analyzing and revising the existing HR policies
- Managing Pay Roll Compensation, attendance as well as maintaining the Leave records of the employee in PAN India.
- Managing resignation records, ex-employee dues; processed resignations with respective department heads;
- Processed the Exit Interview, full & final settlement and released Service Certificates after ensuring that the employees owed no dues.
- Handling the queries of the Employee pertaining to the ESI, PF etc
- Heading the administration work i.e. from vendor management to Payment
- Handling the reporting of various staff such as Front Desk, Field Boys etc.
- Tracking of various organizational assets.
- Organizing various employee engagement activities from time to time.
- Supervision of statutory Compliance's under various Industrial Laws.i.e PF, ESI, Bonus, Gratuity, And Factories Act Etc.
- Implementation of IR processes and Practices viz. Employee Benefit Schemes such as PF, Superannuation, Med claim Policy, Gratuity, ESI, & Bonus etc.
- All the grievance handling related to Payroll, Increment, overtime, Harassment and other Labor problems

### Other work experience:

- **HR Coordinator, DELHI LAND AND FINANCE (DLF) June 2017 - July 2017**  
Worked in developing: - Summer training certificates -FnF notes - Service and Confirmation letter  
Handle online training portal, planned three-month weekly event with HR team, Preparation of training and interview questions.  
**Skills Acquired:** Interview Conduction, Planning and Organizing, Workplace Ethics, Developing Training Certificates
- **HR Intern, Abhimatt Media January 2017 - March 2017**  
Worked on shortlisting of CV and took interview of shortlisted candidate. Part of Brainstorming sessions for goal oriented behavior.
- **Intern, Kafila Hospitality and Travel Private Limited September 2016-October 2016**  
Analyzed various departments of HR such as training and development and human relations.  
**Skills Acquired:** Observational Learning

### Educational Profile;

- **Master of Arts in organizational psychology, 2016-18, Amity University, Noida, Delhi-NCR.**  
**Dissertation-** *Grit and Impression Management as the predictors of Organizational Culture*  
During the period of my dissertation different questionnaire was used for Grit, Impression Management and Organizational culture. Correlational and Regression analysis was done to find out the results.
  - **Bachelor of Arts in Applied Psychology, 2013-16, University of Delhi, Delhi**  
**Projects-** *Psychosocial determinants of sporting culture in India*  
Various psychological and social factors were identified that affect the sporting culture in India. During the period of the project different interview were planned as well as various interview were taken from sports individuals from various places.
- Research Papers:**
- Understanding the Impact of Media on Teenagers (2014)
  - Eve teasing among female undergraduate students: An Exploratory Study (2015)
  - Mindful-Religiosity as a Predictor of Psychological Well-Being (2016)
- **Secondary Education- CBSE -April 2012 - March 2013-South Delhi Public School, Delhi.**  
Subjects: English, Physics, Math's, Chemistry (79.75%)
  - **Primary Education- CBSE-April 2010 - March 2011-Summer Fields School, Delhi**  
Subjects: English, Hindi, Math's, Science, Social Studies (CGPA: 7.4)

### Personal Profile

Name : Vineet Gandhi  
Father's Name : Sukhdev Singh Gandhi  
Date of Birth : July 25, 1995  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Computer Software : SPSS, Excellent, Savior, Ramco, GreytHr  
Languages Known : English, Hindi, Punjabi (Speaking)

I hereby declare that the above particulars are true to the best of my knowledge.