Vikas Sagar

HR Admin & Facility - Indian School Finance Company Pvt Ltd

Delhi, Delhi

vikas257_kgt@indeedemail.com

9711681459

To obtain a responsible career position where I will be able to learn as well as optimally utilize my professional and educational learning, thus making a significant contribution to the success of the organization.

Willing to relocate to: Delhi, Delhi

Work Experience

HR Admin & Facility

Indian School Finance Company Pvt Ltd January 2017 to Present

Handled Recruitment through Job Portals

Taking F2F interviews

Joining Formalities

Head Hunting

Grievances Handling

Employee Engagement activities (B'day/Anniversary/Festival)

E-mailing/Drafting Letters)

Marking Attendance

Preparing Offer Letters/Appointment Letter/Increment Letter

Salary Making

Vendor's Management

Taking care of House Keeping & Pantry Staff

Arranging Conference Meetings

Handled calls, visitors, couriers, taking care of electricity bills, Making MIS Report, Petty Cash etc

Head HR & Admin

Unimax International - Rudrapur, Uttarakhand January 2014 to December 2016

Handled Manpower of 300 employee's (Rudrapur Plant)

Handled 3 Branches Salary (Lok Vihar, Green Park, Site)

Issuing Offer Letter, Appointment Letter, Induction & joining formalities.

Handled Full & Final Settlement of the Employee

Handled the Recruitment process

Taking the F2F round of interview of the candidate

Issuing ID Cards, Visiting Cards, Travel Ticket Booking, Hotel Booking, Cab booking, Bank Accounts, letter for address and ID proof etc.

Maintain the Details of Vouchers & Stationary

Maintain the Travel Expense Details of the Employees

Executive-Talent Acquisition & BD

Sr.HR

June 2011 to December 2013

Clients Handled Names): -

Denso, Volvo Eicher, Gulf Oil India, ITC Foods, Hitachi Automotive, Magnetti Marelli Hilti India Ltd, Advics North India Pvt Ltd, SRF Pvt Ltd, Diamler, Nisaan Motors Schneider Electric Pvt Ltd, Anchor Electricals, Crompton Greaves, Orient Fans Pvt Ltd Anchor Electricals, Indo Farm Equipment, Honda Seil Cars

Job Responsibilities:-

- Working on Multiple Positions
- Working on Middle & Senior Positions
- Serving Non IT Requisitions
- Sourcing the CVs from (Naukri & Monster Portals)
- End to End Recruitments
- Head Hunting
- Sourcing the candidate through Job Posting & Mass Mailing
- Hunting Candidates from Social Portals (Facebook, Linkedin, Refrences)
- Client Relation
- Meeting with clients for taking mandates

Education

Master of Mass Communication in Mass Communication

Jambheshwar University (Hisar) (DIMT Institute - Delhi, Delhi 2012

Jambheshwar University - Hisar, Haryana 2010

Bachelor of Mass Communication in Mass Communication

ВМС

Diploma in Computer Application Software

NIIT

Skills / IT Skills

Recruitment payroll facility admin front desk etc.