

SAPNA BANGER

Email: sapna.banger8435@gmail.com

Mob: +91-8305312277, 9981454958

Career Summary:-

A result oriented professional with **2.4 Years** of experience as an HR Executive, gained good hold of various aspects of Human Resource Management in multi-industry environments. Develop faith in employees towards the management; addressing employee queries regarding payroll, HR Policies, Leave Details etc. Assist different department heads/ managers in implementation of the organization's HR Processes. Proficient with MS Excel, Word, PowerPoint and Outlook.

Seeking an opportunity to obtain a respected place in the human resource field with the full utilization of acquired experience and education, thereby adding value to the organization's performance & growth.

Area of Exposure/Expertise: -

HR Policy Execution
Performance Management
Employee Relations/Welfare
Exit Formalities
Team Management
Documentation

Recruitment
Induction
Organization Development
General Administration
Payroll Management

Professional Experience: -

Axcon Data Pvt. Ltd.

Designation – Sr. HR Executive (13 Sep 2017 to 06 Jan 2020)

Roles & Responsibilities: -

- Fulfilling recruitment gaps with possible resources and close it in a timeframe.
- Maintaining documentation and preparing reports relating to staffing, recruitment, training, grievances, performance evaluations etc.
- Organizing meetings, training, surveys etc. within timeframes.
- Work on employee requests regarding human resources issues, rules, and regulations.
- Generating UAN for PF account and handling PF related grievances
- Generating IP No. for ESIC for new joiners and Issue TIC card.
- Conduction training session on department and individual role and responsibility in the organization.
- Processing shift list according to shift roster every 15 days for various operation departments.
- Employee engagement on a regular basis to understand the motivation levels of people in the organization and focus on their improvement.
- Conduct R&R sessions and indoor/outdoor activities.
- Assist in payroll preparation by providing relevant data (attendance reports, absences, bonus, leaves, etc.) and generating salary slips.
- Maintain records of Employee access cards and issue access cards to new joiners.
- Handle complaints and grievance procedures on priority basis with correction plans.
- Shortlist candidates as per Job description and schedule interviews as per hiring process in a minimized time frame.
- Conduct exit interviews for employees and record them accordingly.
- Conduct initial orientation to newly hired employees

Geojit BNP Paribas Ltd.

Designation - Admin Executive (16th Dec 2015 – 12th Sep 2017)

Roles & Responsibilities: -

- Providing presentation to the clients related to our products and services.
- Providing better investment plans to clients as per their financial status and investment risks.
- Developing existing clients & good services to clients.
- Opening Demat and Trading accounts and providing portfolio details for HNI clients.
- Handling the portfolio of clients and updating the status in a given interval.
- Handling client's queries and managing Clients.
- Working with corporate channels and organizing awareness program to channel partners and customers for business growth.
- Generating monthly ledger reports and P&L statement on client request.

Academic Background: -

- **M.B.A.** (HR & Marketing) from Swami Vivekanand College of Engineering (Affiliated to DAVV), Indore M.P. with **72%** in 2013
- **B.Sc.** (CS) from Gujrati Innovative College (Affiliated to DAVV) Indore M.P with **74%** in 2011
- **12th** from Devi Aahilya Aashram Unit 1 School Indore M.P with **74%** in 2008
- **10th** from Sharada Ramkrishna Vidhya Mandir School Indore M.P with **82%** in 2006

Technical Skills: -

- Word processing and publication: Microsoft Word.
- Operating system: Microsoft Windows 9x/2000, Xp ,7,8.
- Presentation: Microsoft PowerPoint.
- Microsoft Excel

Personal Profile: -

Father's Name	:	Mr. Kunjilal Banger
Contact No.	:	8305312277, 9981454958
Email Address	:	sapna.banger8435@gmail.com
DOB	:	20/05/1990
Marital Status	:	Married
Languages	:	English, Hindi
Address	:	A1/123,1 st Floor, Shushant Lok 2, Sector 55, Gurgaon, Haryana
Hobbies	:	Watching motivational videos, photography.

Declaration: -

I hereby declare that the above information is true to the best of my knowledge.

Date:-

Sapna Banger