

# Vikram Jaswal

## **Assistant. Hr Manager-Admin**

Delhi, Delhi

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9873025067

To be on the learning curve and to grow with the company so as to prove an asset to the company.

## Work Experience

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### **Assistant. Hr Manager-Admin**

Immigration Help

January 2018 to September 2019

Job Responsibilities: (HR)

End to End recruitment for Visa counsellors, Team leaders, Operations manager & Branch Manager.  
Induction, Documentation, Attendance, joining formalities, Salary negotiation, HRMIS reports.  
Rolling out letters (Offer, Warning, Relieving, Absconding and Experience)  
Vendor management for office supplies.  
Design and implement Hr policies.  
Providing training modules and assisting in training.  
Employee engagement and grievance handling.  
Salary processing in accordance with attendance, providing payslip to employees.

### **Assistant. Hr Manager-Admin**

Global Realty Ventures Pvt. Ltd

November 2016 to December 2017

Job Responsibilities: (HR)

End to End recruitment for various designations.  
Induction, Joining formalities, Orientation of new employees, Documentation  
Employee Engagement activities and Grievance handling. Town hall, one-o-one meeting.  
Implementation of various Hr policies- Attendance, Leaves, Salary, Bank Account opening  
Provide inputs to Payroll department for salary processing, , salary slips to employees  
Issuing different letters (Appointment, Offer, Relieving, Warning, and Experience)  
Monthly HRMIS reports on Attendance, Attrition, Hired staff  
Analysing reason of leaving and preparing attrition analysis

Admin:

Vendor Management for office supplies and stationary.  
Mobile reimbursement for High level Management/Mid-level Management.  
Travel-cab booking, Hotel Booking for CEO outstation visits.  
Responsible for admin services like: Pantry, Security, House Keeping, Civil, electrical, Plumbing, AC etc.

Accountable for stay & travel arrangement for employees travelling for official work.  
Ensures Admin Policy are strictly adhered and not exceeding limits as per policy.

Ensuring cost-effective deals are negotiated, evaluating vendor performance and initiating corrective steps, renewal of vendor contracts, screening and affiliation

Liaison with vendors & negotiating for best deals.

Preparing MIS reports for Admin expenses and Budgeting.

Employee Relations: (HR)

Counselling and Supporting employees to have a good employee relation,

Continuous interaction with employees to understand and resolve their grievances and keep them motivated. Issues include: disciplinary, grievances and performance issues, salary.

Preparing activity calendar, Rewards & Recognition.

## **Assistant. Hr Manager (Recruitment and Generalist)**

Sampark Bpo Pvt Ltd

January 2012 to October 2016

Tenure: January 2012- October 2016

Job Responsibilities:

Complete talent acquisition end to end with hands on experience in tactical like sourcing, screening, interviewing, identifying sources, capability building.

Frontline Recruitment in bulk for voice and back office process for Inbound, Outbound, Sales, Insurance)

Demonstrate ability to anticipate hiring manager preferences through high offer-to-interview ratio.

Vendor Management Governance and utilization, Ensure reduction in recruitment cycle time and employee attrition rate with high employee engagement and retention.

Develop and manage a pool of candidates who are pre-selected for various profiles.

Ensuring the organization structure is aligned and suitably staffed by setting standards with best practice and ensure vacancies are filled within stipulated time.

Preparing Job Description, getting validated from respective HOD, posting job in different job portal and co-ordinate with consultants.

Generalist:

Monitor the execution of smooth Induction program.

Joining Formalities, Documentation, Attendance, Bank a/c opening.

Appointment Letters, Warning Letters, Exit Interviews, Absconding letters, Full & Final Settlement.

Coordinating between vendors & company on daily basis.

MIS Reports on staff movement, Attrition rate, Appraisal trackers.

Handling Employee grievances, creation of HR policies and Retention policies.

Provide inputs to Payroll department for salary processing, , salary slips to employees.

Organizing employee engagement programs, employee safety, welfare, wellness and health programs.

Celebrations -Employees birthdays, festivals, office parties and other company events.

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

HRMIS Reports:

Maintaining necessary employee records.

Maintaining Hiring reports, exit reports, absconding reports, Personal records of all employees

Maintaining Interview data base.

Maintaining Performance management reports.

Maintaining Time record and Leave records of employees.

**Sr. Hr Executive**

First Call India - Delhi, Delhi

January 2007 to November 2011

**Recruitment and Selection:**

Responsible for end to end recruitment cycle.

Screening, Hiring & short listing of the candidates as per the requirement.

Searching candidates from Job Portals (Naukri), Social sites.

Conducting the preliminary interviews over phone and line-up candidate for next rounds of interview, conducting F2F rounds of interview.

Coordinating with candidates for final interviews, taking individual feedback and reference check.

Preparing Job Description, getting validated from respective HOD, posting job in different job portal.

**Achievements:**

IInd Rank in School in Taek-won-do belt promotion test.

Certificate from Youth Hostel Association of India for Trekking (New Delhi)

IInd rank in English Dramatics Inter-school competition of the winning team.

Underwent three months of Industrial Training at Grand Intercontinental Hotel (New Delhi)

**Education**

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**B.A in Pol Science**

Delhi University - Delhi, Delhi

2011

**Skills / IT Skills**

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EXCEL (7 years), MS OUTLOOK (2 years), MS WORD (10+ years), OUTLOOK (Less than 1 year), WORD (10+ years)

**Certifications/Licences**

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**Hr Generalist**

Present

**Additional Information**

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Computer Knowledge: (Ms Word, Ms Outlook, Power point, Excel 2007), Browsing Net.

VIKRAM JASWAL