

## CAREER OBJECTIVE

To strive for excellence by making the best use of the training period and yield best result with due diligence, proactive approach and result oriented performance.

## WORK EXPERIENCE

Served as HR Coordinator in I Process Services India Pvt Ltd associated with ICICI Bank from April 2016 to September 2018 (2 years 5 months)

### Roles and responsibilities

- End to end recruitment(Screening CV's, shortlisting, On-boarding, Documentation)
- Generating Offer Letters by checking different salary bands of Locations.
- Organizing walk in-drive for candidate hiring in product, conducted initial round of interviews, follow up with ICICI bank managers.
- Conducted employment verification, reference checks.
- Generating Employee codes of Pan India branches (Pune, Chennai, Ahmadabad, Delhi, Kolkata, Bangalore.etc.)
- Validating salary structure of existing employees
- Creating ESIC numbers of new joiners who so ever fall in ESIC criteria
- Checking the entire New joiner Kits (KYC documents, Offer letters, File audit checklist, RCU sheet, RCU template, Employee declaration form.etc)
- Compiling the details such as ESIC report, UAN number, E-code master, etc.
- Worked on HRIS and compiled reports from database.
- HRMS entry of entire NJD(New Joining Documents) kit
- Checking whether the entry is completely done or not. If not correcting those mistakes.
- Checking end to end salary details of employees whether it been transferred or not in their respective accounts
- Making top sheet of different branches stating the MOL (Manual Offer letter) & SOL(System Offer letter) trackers with candidates DOJ(Date of Joining), Candidate Name, DOB(Date of Birth),Contact details . etc
- Compiling the Pan India branches Top sheets.
- Flashing E-code reports on daily basis to all branches with the respective E-code generated in the current cycle.
- Worked with Reporting managers of the organization to understand the specific requirements of the Client.

Served in IOA( Infinite Opportunities Abroad) dealing with candidates who want to study in Abroad from Jan 2016 to March 2016

### Roles and responsibilities

- Meeting daily with candidates who are interested in going to abroad
- End to end procedure of documentations
- Dealing with Students, Agents & Directly with colleges
- Full procedure to be followed as per colleges & Universities
- Doing all the Visa formalities
- Uploading student's application forms on time
- Follow up with the Colleges for the Offer Letter's and further procedures

Served as senior executive in ICICI bank in credit card department from Sep 2014 till Dec 2015

### Roles and responsibilities

- Pitching the customers who came in branches
- Giving customers the brief introduction of various cards like Platinum, Coral, HPC coral, Rubx, Sapphire etc.

- Getting the relevant documents from customers i.e. Pan Card, Voter Card, Aadhar card, Salary slips or ITR( Income Tax Return) etc.
- Getting the file logged in on time
- Fulfilment the daily basis targets.
- Checking each and every steps while logging the file
- If there is any pendency's getting clear from customers or from Executives.
- Making Excel of each month with complete details of all the Customers like
- Customer's name, DOB ,Present address, Permanent address, Date of logging the file, Card is approved or cancelled etc..

### ACADEMIC BACKGROUND

Qualification	School/ University	Year of passing	%
MBA	Amity University	2016	65%
BBA	Maharishi Dayanand University	2013	65%
Senior Secondary	Bhai Joga Singh Public School	2010	60%
Higher Secondary	Bhai Joga Singh Public School	2008	55%

### COMPUTER LITERACY

- Proficient in Tally.
- Well versed with MS Office.
- Well versed with MS Excel

### Extra-curricular Activities

- Led the House at the school level as a Junior Captain.
- Participated and Won various Debates at Inter-school and CBSE North Zone Level.

### Skill Set

- Proactive learner.
- Easily adaptable.
- Good listener.
- Result oriented approach.

### Personal Details

- Date of birth : 20 May, 1993
- Address : T-2400 Faiz Road Karol Bagh-110005
- Languages known : English, Hindi & Punjabi
- Father's Name : Mr. Amritpal Singh
- Nationality : Indian
- Hobbies : Travelling, Net Surfing, Reading Books

### Declaration

I do hereby DECLARE that all the information provided above is true to the best of my knowledge and belief.

**(AMANJEET KAUR)**