

## **JYOTI PANGHAL**

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### **CAREER OBJECTIVE**

Willing to work in a challenging environment where there will be ample of scope for innovation and creativity. Assurance of sincere service and proves as a valuable asset to the organization.

### **SKILL SET**

**Recruitment Talent Management Employee  
Retention  
Policy Formulation Employee  
Engagement  
Training & Development Grievances  
Handling Payroll Management**

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### **PROFESSIONAL EXPERIENCE**

**Care Go Logistics Pvt. Ltd.(SECL)**

## **HR Executive (Generalist profile), July 2018 to till date**

TCGPPL have become a leading integrated logistics service provider that is equipped to give tailor made solutions to the varied needs of clients combining all three modes of transportation: Air, Surface and Sea. With an acknowledged high quality network, extensive coverage and persistent trust, TCGPPL endeavors to maintain highest standards and achieve total satisfaction of its customers.

We have 25 offices across Indian subcontinent, working with a dedicated work force of more than 200 people.

### **Key Responsibilities:**

#### **Recruitment & Selection**

- Overall co-ordination of manpower planning, recruitment as per approved organization chart.

- Sourcing Screening and arrange Interview schedule for all positions as per departmental manpower.
- Requirement.
- Searching the efficient candidate through job portal, references or through consultants.
- Responsible for salary negotiation.

### **Induction/Orientation**

- Undertaking On boarding formalities, documentations & Induction/Orientation for all new joiners
- Preparation of Induction Schedule & Providing trainings as per the plan.
- Releasing the Welcome Note of all New Joinees.
- Maintaining a track of induction Feedback forms.

### **Employee Engagement/Relation**

- Handling and solving issues faced by the employees related to Time, Leave, attendance, Policies and Procedures.
- Initiating various types of employee engagement activities.
- Planning & organizing team activities, office

functions & celebrations for development of harmonious work culture within the organization.

## **HR Database Management**

- Making and issuing of various letters like offer letters, Appointments letters, Relieving letters
- Keeping track of No. of Interviews Scheduled.
- Complete Detail of Recruitment MIS.
- Updating the employees from time to time about the company policies and changes if there are any and ensuring the policy to be implemented effectively.

## **Employee Separation/ Exit Interview Analysis**

- Receiving Resignations, Initiating Settlement, Coordinating handover, Issue relieving letters, Exit Interview, Make full & final.

## **Payroll, Compensation & Time Office Management**

- Monitoring attendance records leave records, OD records of Employees.
- Handling Attendance & Leave Management .
- Issuing salary breakup to new employees as per company policy.
- Timely preparation, finalization & distribution of salary and wages of company's.
- Responsible for Full & Final settlement of Employees.

### **Previous Work Experience**

**Windshield Experts(Division of Asahi India Glass Ltd.)**

**Last Designated as Officer HR, March 2017 to Nov 2017**

### **Growth Path**

**April'16 to Feb'17 Sr. Recruiter HR( Honi General Services)**

**March'17 to November'18 Officer HR**

Windshield expert is service provider unit of Asahi India Glass Ltd., Windshield Experts have become a leading service provider in automobile sector in glass repairing and replacement endeavors to maintain highest standards and achieve total satisfaction of its customers.

We have 95 branches across Indian , working with a dedicated work force of more than 400 people.

### **Responsibilities –**

- Responsible complete end to end recruitment process .
- Requirement gathering & Understanding therequirm ents from HODs.
- Searching candidates by Portal, Naukri.com, Mass Mailing, Telecalling, Headhunting.
- Cordinating with NGOs and technical training institutes for Technician's hiring.

- Employee Reference, Internal database and posting a dvertisement in Portals.
- Using the job portals like Naukri to successfully sour ce the right candidates according to the job description.
- Taking telephonic interviews with the candidates.( E valuating communication and HR Issues like Experi nce , Qualification Job responsibilities.
- Current ctc, expected ctc, Notice period. Schedule an d coordinating technical interview with the Leads
- Followup with the selected candidates and Keeping t hem warm till their actual joining.
- Successfully handled positions like **Operations,Marketing, Finance& Accounts, Sales, HR and Purchase up to the RM Level.**
- Manage End to End Recruitment function.
- Maintenance of databases.
- Uploading new joinees information in software HR One by Unicops and assigning codes.

- Coordinating with IT department for assigning assets to new joiners.
- Making induction plans by proper coordination with all heads.
- Maintaining attendance of off roll employees and preparing their salary sheet on monthly basis.
- Preparing and releasing appointment letters.
- Sharing updated data of joiners and resigners with consultant for addition / deletion of PF /ESIC , Mediclaim.

### **•ACADEMIC QUALIFICATION**

Master in Human Resource Management from Maharishi Dayanand University , Rohtak.

B.E. (IT) (Apeejay Satya University , Gurgaon)

### **IT SKILLS**



- Well versed with MS Office XP (Word, Excel, and PowerPoint).

## **EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES**

- Written technical articles for college technical magazine.
- Voluntary participation in many Activities.

## **PERSONAL DETAILS**

**Date of Birth :** 2<sup>nd</sup> August 1986

**Marital Status:**Unmarried

**Address :** H.No.-76, Block A, New PalamVihar, PH-III, Gurgaon

### **DECLARATION**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of particulars furnished above.

**Date:**

**Place:** Gurgaon(**JyotiPanghal**)