

## Objective

To establish myself as a highly skilled professional through continuous learning and to assist the organization in achieving their goals.

## SUMMARY:

- Experience as Assistant Manager-HR.

<b>Company</b>	<b>M/S Telecom Network Solutions</b>
<b>Period</b>	<b>Apr 2022 – Current</b>
<b>Designation</b>	<b>Assistant Manager-HR</b>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>➤ Ensure hassle free and timely payroll processing and other benefits. Responsible for the overall salary administration, Preparation of monthly salaries, overtime, and other monthly reimbursements.</li><li>➤ Maintain leave records and ensure to complete the procedure for availing leave.</li><li>➤ Experience and working knowledge of statutory requirements i.e. PF/ESIC/ Gratuity.</li><li>➤ Knowledge of Submission of PF Challan / ESIC Challan on a monthly basis &amp; PF withdrawal process.</li><li>➤ Resolving employee grievances in a prompt manner and develop faith in employees towards the management. Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details, ESIC and PF etc.</li><li>➤ Short-listing resume. Scheduling interviews for candidates with the concerned department head.</li><li>➤ Issue the Offer letter, Appointment letter, Warning Letter, Termination Letter(as per instruction)</li><li>➤ Prepare Rewards &amp; Recognition PPT as per nomination come from departments.</li><li>➤ Gratuity Calculation, Monthly addition and claim from LIC.</li><li>➤ Providing MIS reports with analysis to the top management on Recruitment Status, Absenteeism Reports and other reports (as per the Top Management requirement).</li></ul>

<b>Company</b>	<b>M/S SABHARWAL SECURITY CONSULTANTS</b>
<b>Period</b>	<b>February 2019 – Mar 2022</b>
<b>Designation</b>	<b>HR Executive</b>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>➤ Experience and working knowledge of statutory requirements i.e. PF/ESIC/ Gratuity.</li> <li>➤ Issuing Temporary ESIC cards, Grievance matters related to ESIC.</li> <li>➤ Knowledge of Submission of PF Challan / ESIC Challan on a monthly basis &amp; PF withdrawal process.</li> <li>➤ Ensuring timely feedback given and increment / bonus letter issued as per timelines &amp; timely payroll processing.</li> <li>➤ Handling the payroll, compensation and benefits administration.</li> <li>➤ Maintain Muster roll, Employee personal file.</li> <li>➤ Short-listing resume. Scheduling interviews for candidates with the concerned department head.</li> <li>➤ To organize different employee engagement activities like Get-together, festival celebrations, birthday celebrations, Best suggestion awards &amp; long service award etc.</li> </ul>

<b>Company</b>	<b>UNITED FOODS PVT. LTD(JINDAL ARYA IMPEX PVT LTD)</b>
<b>Period</b>	<b>April 2015-Oct 2018</b>
<b>Designation</b>	<b>HR Executive</b>
<b>Job Profile As</b> <input type="checkbox"/> <b><u>Statutory Compliance &amp; Payroll</u></b>  <input type="checkbox"/> <b><u>PMS &amp; Employee Relation</u></b>  <input type="checkbox"/> <b><u>HRIS &amp; MIS</u></b>	<ul style="list-style-type: none"> <li>➤ Preparation and Designing of CTC, TDS calculation &amp; Consolidation of Payroll with all inputs like attendance, leaves, Loans &amp; Advances etc.</li> <li>➤ Maintain Muster roll, Employee personal file.</li> <li>➤ Resolving employee grievances in a prompt manner and develop faith in employees towards the management. Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details, timesheets etc.</li> <li>➤ Timely confirmation at the end of the probation period and issuing the letter.</li> <li>➤ Maintain employee records in Human Resource Information System and preparation of various reports.</li> </ul>

<input type="checkbox"/> <b><u>Recruitment &amp; Selection</u></b>	<ul style="list-style-type: none"> <li>➤ Providing MIS reports with analysis to the top management on Recruitment Status, Absenteeism Reports and other reports (as per the Top Management requirement).</li> <li>➤ Getting Requirements from the Managers.</li> <li>➤ Search appropriate resumes through portals (Naukri, Monster, Times job etc.) &amp; Employee reference.</li> <li>➤ Short-listing resume. Scheduling interviews for candidates with the concerned department head.</li> <li>➤ Maintaining Data Base and other required sheets.</li> </ul>
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#### ACADEMIC QUALIFICATION:

- Graduate (B.A) from Delhi University.
- Pursuing MBA through correspondence from Symbiosis Centre for Distance Learning (SCDL).

#### PROFESSIONAL EDUCATION:

- 3 Months Training of HR Process from SLA Consultant India.

#### COMPUTER SKILLS:

- Working knowledge of MS Office, Internet etc.
- Tally (9.2, Erp 9) Busy (3.5, 12.0)

#### PERSONAL PROFILE:

Name : Charu Chopra (Married)  
 Sex : Female  
 Mobile : **7042454208**

**Date:**

**Place: Delhi**

**(Charu Chopra)**