|  |  |  |
| --- | --- | --- |
| ALL about me I am a certified HR Coordinator seeking a position in the field of Human Resource where I can apply my knowledge and skills for continuous improvement CONTACT PHONE  +91 8448506919  Email  sachinbajaj39@gmail.com  **ADDRESS:**  C/o- F 48/8 Joga Bai Near Nafees Road Jamia Nager, Okhla, New Delhi.110025 HOBBIES Traveling  Listening music  Watching movies |  | **Sachin kumar** EDUCATION PGDM in HR & Finance from AICT Approved Delhi (VIT School of management Meerut) Bachelor of Business Administration [ BBA ] from CCS University Meerut    Senior secondary school certificate from Allahabad Board.  Secondary school certificate from Allahabad Board. WORK EXPRIENCE AFRO INDIA PVT. LTD.  Now I am working as a HR **Coordinator** since September 2018  NUTEMA HELTHCARE PVT. LTD. (Meerut)  2 Years’ experience [ December 2015 to December 2017] as H.R. Executive  ACTAWIN LIFE SCIENCES PVT. LTD. (Meerut)  1 Years’ experience [ December 2014 to December 2015 ] as H.R. Executive ACHIEVEMENTS & AWARDS Basic Computer Course with 6 months certificate in MS office from Career Computer Centre  Full knowledge of MS office  Completed 2 months Summer Internship in Maruti Suzuki Fare Deal  Won 3rd Prize in G.K. Quiz Competition  **PERSONAL SKILLS** |

Reliable and Professional

Time Management

Team Player

Fast Learner

Motivated

Confidence and hard work in optimistic thinking and always stretching to become better

Creative spirit

**CORE SKILLS**

Attendance and leave management

Recuritment cycle [ IT + Non IT + Medical ]

Preparation of salary, wages, Incentives and full and final settlement

Joining formalities of new joiners and induction plan

Maintain and regularly update personal file and personal database of each employee.

Exit interviews & Analysis

Record maintain and monitor attendance to ensure employee punctuality

Calculate and distribution of salary and wages

Ensuring proper housekeeping.

**ROLE AND RESPONSIBILITIES**

Recruitment Cycle [IT / Non IT / Healthcare]

Introduction

Undertaking the process of joining formalities

Conducting the induction program for the new employee

Always providing them the companies ID/Access card.

Coordinating with all departments

**HANDLING EMPLOYEE GRIEVANCE**

Handling grievances and determining that the complaint is substantiated only after hearing from both/all side thereby checking other relevant evidence, and talking into account any mitigating circumstances.

Ensuring promp resolution of employee grievance to maintain cordial management.

Issuing warning letter / Explanation call

**Employee Motivation & Employee engagement:**

**DETAILS**

Arranging for Diwali & Birthday gifts.

Issuing the respective reward certificates for the employee.

Conducting Meeting called as HR MEET

Name : Sachin kumar

Father’s Name : P L singh

Date Of Birth : April 3rd 1990

Gender : MALE

Marital Status : Unmarried

Nationality : Indian

Languages known: Hindi, English, **Declaration**

I hereby affirm that the information aforesaid is accurate and true to the best of my knowledge.

[Sachin Kumar]