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| **SANDEEP** BISHT  H.no 908, Near Greater Ganga, Ganga Nagar, Meerut ( 250001 )    [Sbisht828@gmail.com](mailto:Sbisht828@gmail.com) .www.linkedin.com/in/sandeep-bisht-715a10148/ . 8448074880 |
| To build my career under organizations that help professional skills and would lead me for a better career with every step. To be in such a management that allows an opportunity in carrying out business that enhances profits & productivity of the organization and to self. |

# Experience

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| August 2018 – febuary 2019hr executive freelancer, **ixxo** :Ensuring the recruitment and selection process is followed.  :Ensuring smooth Joining formalities.  : Updating various Excel spreadsheets for employee benefits and various company related spreadsheets.  : Maintaining personal files of employees and documentation.  : Explaining the policies, procedures, benefits, and what will be expected from them as new employees.  : Handling leaves records and attendance system with the HR manager. |
| december 2016 – september 2017hr & Admin, app amplify (llp) : Screening resumes and application forms.  : Maintaining joining formalities, Reference check, contact details etc.  : Updating our internal databases with new employee information like contact details and employment forms.  : Schedule and confirm interviews with candidates.  : Prepare HR-related reports as needed (like training budgets by department).  : Gather payroll data.  : Employment records and onboarding guides.  **:** Preparing daily and monthly reports. |

# qualifiCATION

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| DR. A.P.J. Abdul Kalam Technical University | 2017-2019mba: MASTER OF BUSINESS ADMINSTRATION |
| dR. k.N. MODI INSTITUTE OF ENGINEERING AND TECHNOLOGY | 2013-2016 **BCA: BACHELOR OF COMPUTER APPLICATION** |

# Skills

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| * Recruitment & retention * Efficient in planning the organization needs * Team leads  StrengthsAbility to work in a team as well as an individual.Energetic, Highly Motivated and Creative.Positive, Committed and Flexible.Ready to take challenges. | * Performance management * Policies & procedure * PAYROLL |

**PERSONAL DETAILS**

* Date of birth: - 11/08/1993
* Nationality: - Indian
* Marital status: - Single
* Language: - Hindi, English

**DECLARATION**

* I hereby declare that above given information is true in each & every respect to the best of knowledge I shall A here & abide by the company’s policies rules & regulations.

**Date: - …………………. (SANDEEP BISHT)**