**YASMIN NUSRAT AZEEM MOBILE No-9205325756/9315835328**

**Zam-Zam Appartment3rd flr,Gali no20A Email Id-yas.azeem@gmail.com**

**Zakir Nagar New Delhi-25**

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| **Career Objective**  To obtain a position as a Manager of Human Resources that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company. |
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**Key Skill-As HR Generalist/Operation**

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**KNOWLEDGE AND EXPERTISE**

● Recruitment and Staffing ●Employee Relations ●Succession Planning ●Training and Employee Development ●Selection Techniques ●Organizational Development ●Benefits/Compensation Management ● Wages and Salary

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* **Presently working as HR Generalist: Immersive Arts Studio LLP from 28 Dec 16 to Till Date**

**Role and Responsibilities**

* **R**ecruitment and selection

(Issue offer / joining letter, salary negotiation, job posting, Induction)

* Release salary Payroll processing for monthly transfers of permanent employees& contractors
* Resolve PF and ESI-related issues.
* Taking Exit interviews and proper filling up of forms of employees before forwarding to accounts department for full and final settlement.
* performance management
* Organization development.
* Competency Mapping.
* Employee orientation and training
* Manage the day-to-day operation. Task Management.
* Attendance, maintain inventory records
* Employee relation
* Compensation and benefits administration-
* Employee safety, welfare, wellness compliances
* Grievance handling
* Handling cctv camera and biometrics machine (records)
* Vender Management.
* Management Bitrix 24( HRIS Software )
* **PREVIOUS EXPERIENCE**
* **Rowel System Pvt. Ltd. Noida-8 Sep 2014 to December 2016**
* Recruitment,Involving developing Job description and candidate specifications ,preparing Job  posting , scrutinizing application forms , short listing , interviewing selection . •.

•Issue appointment letters the offer letter. Background verifications

• New staffs induction. performance management

• Payroll processing employees.

• Exit formalities. Taking exit interviews and proper filling up of termination forms of employees before forwarding to accounts department for full and final settlement.

•Responsible for the maintenance of HR records

• KRA. Competency Mapping of employees.

• Employee orientation and training

• Manage the day-to-day operation. MIS

• Attendance, maintain inventory records

• Employee Engagement  Employee grievances Employee relation

• Compensation and benefits administration-

•Employee Engagement, Employee welfare

• counseling.

* **Sanjeoo Technological System Pvt.Ltd.-VCSM-Global Support Centre**

HR Executive cum Admin In charge-5 June 2011 to 10 july 2014

KEY RESPONSIBILITIES HANDLED:

• Maintaining employee’s personal files and records.

• Designed Policies and Various HR Forms and Induction Programme

• Development letters like offer letter, appointment letter, confirmation letter, Absenteeism notice, warning letter, showcase to notice, experience/service certificate, relieving letter, etc.

• Handling end to end Recruitment & selection process.

• Acquainting the new employee about the company & its policies.

• Monitoring the effective utilization and retention of Manpower

• Tracking attendance, maintaining leave records, PF records, issue letters, etc.

• Preparation of full and final settlement.

• Responsible for coordination and presentation of training.

• Preparing various actualizing and executing celebrations, like Holi, Diwali, Company Annual Day.

• Developing employee engagement programs like Initiated and administered a welcome-mail policy new policy. Joiners, Initiated regular Birthday mailers & celebration

• Various developmental activities for employee motivation and satisfaction.

**Organization: Religare Finvest Limited-10 Aug 2010-27 May-2011**

**Position: Relationship Manager**

Key responsibilities handled:

• Marketing of Financial Product.

• Elevate client relations by establishing credibility, discerning needs and providing appropriate coverage recommendations.

• Sell Medicare Advantage plans, prescription drug, life, health, long-term care, and annuities plans to clientele.

• Call on policyholders to deliver and explain policies, analyze insurance programs, and suggest additions or changes. Calculate premiums and establish.

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* **Educational qualification**:

MBA- (Human Resource)& Diploma in Human Resource Management-1st Division-IGNOU

M Sc in Botany: Higher Second class from Patna University

B Sc in Botany: Higher Second class from MU

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* **TRANING**-State level training for Trainers-On soft skill By world vision.

Product training by Icici prudential, Agon Religare

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* **Explorers:**

**Time to time working with NGOs**

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* **Project:**

Organization: Patna Dairy Project (PDP)-Period:60Day

Department; Human Resource

Project Title: Recruitment and Selection Process in Patna Dairy Project

Work Content:

Scheduling and conducting Preliminary interviews for laborers’ and lower level management

Handling of attendance records for wage payment

HRIS data collection and data feeding

Preparing monthly HR reports, salary negotiation

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* **Computer proficiency**

DCA- APEX Institute: A grade

DCA- KIITS : B grade

Basic training: Nalanda Open University-A grade

Sound knowledge of MS Office(Excel-V look up, H-look up, Power Point, Word)

Well verse with internet operations.

***Signature of the Candidate.***

***Yasmin Nusrat Azeem***

***New Delhi-25***

***Mobile no-*9315835328**

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