

Vaibhav Singh Chandel

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Seeking an opportunity to utilize my knowledge and experience in Human Resource and Administration for the benefit of the organization and development of my career.

Education

08/2018 – 05/2020
Mohali, India

MBA, Chandigarh University

Professional Experience

12/2020 – Present
Mohali, India

Human Resources and Administration, Coronis IT systems Private Limited

Roles and Responsibilities

Human Resources

- Onboarding of Experience and Freshers (include Pre Onboarding, Documentation and verification, Preparing Appointment Letters or other related documents, Assigning Employee code, Handover meetings with ops, Making login credentials).
- Coordinating the BGV with the vendor & assist in providing the documents required for BGV check. Report to the team in case any red report / insufficient information.
- Sharing Welcome mail to the new employees.
- Coordinating with ops team on Absconding, Resignation and Attrition cases and providing the best possible outcomes with in the diameter of company policy for the employee betterment and growth.
- Maintaining of HRIS data and keep updating the HRMS portals for better communication and understanding.
- Documentation and verification of employees data.
- Planning, Framing of fun session calendar and Execution of fun session on a daily week and on special occasion.
- Releasing freshers salary by coordinating with the payroll team after verification of account and other documents.
- Handling emergency cases during office hours and taking the employees to the hospital for the treatment.
- Important roles on completion of ISO 27001:2013 compliance.
- Taking care of Employee Grievances
- Implementation of companies policies.

Skills

Personal Relationship



Well connected with the employees to understand their problems and share with the management.

Management Skills



Managing 300+ employees

Confidentiality



Keep data secrecy.

Awards

08/08/2021

Employee of the Quarter, Coronis IT Systems Private Limited

I was the first HR and Admin to receive this award being a fresher.