

Sheetal

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**OBJECTIVE:-**

**To attain a challenging position in the Human Resources field to contribute the best of my Skills and expertise for the achievement of both organizational and individual goals.**

**SUMMARY OF KEY SKILLS & EXPERIENCE:-**

* **A result oriented HR &Admin professional with almost 10+ years of qualitative experience in Recruitment, Selection, Induction, HR System & Policies, Performance Appraisal, Salary & Payroll Administration, Employee Relations, General Administration .**
* **Working with AMB Group as an Manager- HR with the Overall responsibility of employees Human Resource Department .**
* **Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.**
* **Strong Managerial skills with the ability to recommend strategies to improve performance and maintain Professionalism at all times.**

**PROFESSIONAL EXPERIENCE:-**

**AMB Group 20th December 2021 to till date**

**HR Manager**

**ROLES & RESPONSIBITIES:-**

**Manpower Planning & Recruitment Process:.**

* Recruitment of Technical/Non Technical& highly specialized staff from Worker to Vice President Level.
* Handling all HR aspects from ‘recruitment to retirement and to ensure a high state of morale.
* Identifying Manpower requirement from all Divisional heads and recruitment as per business plan.
* **Involved in selection & screening process of face to face interviews for conducting aptitude test, final interview assessment, negotiation on various aspects for Salary, role & position offered.**
* **Updating all new staff details in HRMS ( Human Resource Management Systems ) .**
* **Interfacing with Management and head of Department for implementing HR Policies and procedures in line with core organizational objectives.**
* **Reviews and analyze resumes using job portals ,Employees referral scheme , recruitment agencies & other relevant resources .**

**Induction & On boarding :**

* **Plan, organize, and conduct induction programmed, devise the orientation plan for the new joiners.**
* **Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance /outlook mail/Biometric system, introduce and set the KRA for new joiners, design reporting system & assign mentor as per the department wise.**

**HRMIS &Payroll :**

* **Maintaining personal Records.**
* **Entering their details in Master Payroll**
* **Maintaining HR database containing all employees individual files , confidential documents etc.**
* **Responsible for Time Office Functions i.e, Attendance , leaves , O.D. Etc.**
* **Maintaining Recruitment Database containing information relating to all the applicants, the day they attended the interview, status, remarks on their profiles etc.**
* **Updating the HRMIS database.**
* **Calculating of over time ( O.T) , calculating of Sunday .**
* **Maintain Leave Records tracker.**
* **Finalization of salary and process to finance dept.**

**Attendance, Payroll & Salary Administration:**

* **Maintain the employee attendance in Time Management System and generate the attendance report by online system for the salary process.**
* **To coordinate with the finance & IT department for monthly payroll system, make necessary entries for new joinees, separation cases, unpaid leave, Comp off leave, salary advances, etc.**
* **Follow-up with Bank for timely credit of salary & Issuing salary slips**
* **Took various disciplinary action towards absenteeism late attendance and other misconduct and successfully reduced the same .**

**HR Policies, Procedures, & Processes:**

* **Implement, review, redesign and introduce HR policies.**
* **Keep a track of records to the procedures, processes, formats / forms in line with organizational goals**
* **Ensuring adherence to the statutory compliances with respect to factories.**
* **Working on performance Management where setting goals for employees to specify preferred outcome in terms of quality, cost, quality or timeliness.**
* Creating a strong team presence, with consistent achievement in motivating and engaging employees building top performing teams in the organization improving employee retention and working relationships in all departments.
* Created Monthly Newsletters and arranged monthly employee events.
* **Offer release, bank account opening, ID card coordination, sending details to the support staff.**
* **Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary**
* **Dues with the company, Reason for leaving, eligible for rehire, Attendance, over all Satisfaction of Employment, Behavior with Collogues, etc**
* **Conducting employee satisfaction survey, designing reward and recognition scheme.**
* **Clarify the Employee Grievance and various issues/queries on Leave policy, Salary payment.**
* **Maintain the notice board with the information about “Thought of the Day” message, Employee of the month announcement, articles on weekly and fortnightly basis**
* **Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc.**

**Statutory Compliances-**

* Sound Knowledge of Time Office / Leave Management/Customer Compliance /ESIC/PF .
* Implementation of HR Policies formulated by Company/ by self.
* General Administration, Security, Safety, Health & Environment.
* Make observations from compliance point of view and taking actions as required.
* **Handling statutory compliance like ESI & PF /generate ECR Challan/ ESI ECR , payment process on line .**
* **Handling customer compliance .**
* Handling all Insurance data of employees and all type of vehicles .

**Shandong Kerui Petroleum Equipment Pvt Ltd ( Kerui Group) October 2017 to December 2021**

**(India Branch )**

**HR GENERALIST**

**Rajdarbar Groups of Companies (Global Realty ) October 2011 to August 2017**

**Assistant Manager – HR & Admin**

**Dalmia Group ( Oil& Gas ) , Delhi January 2010 – October 2011**

**SR .Executive – Administration**

**ACADEMIC CREDENTIALS& PROFESSIONAL CREDENTIAL**

* **MBA in Human Resource Management from Rajasthan University , Rajasthan (2012)**
* **Graduation from Delhi University ,( 2003)**
* **Diploma In Environmental Engineering form Board of Technical Education , Delhi(2001 )**

**Date :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SHEETAL CHANDEL**