

CONTACT**Keerti Singh**

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SUMMARY

Seeking employment within a socially conscious organization. Creative thinker with strong people skills and four years of experience in the HR industry. Looking to transition to a new role with a large, influential company. Good Interpersonal skills and ability to learn and adopt new Technology Concepts. Highly skilled professional with 1+ years of experience as a Human Resource Executive.

EXPERIENCE

January, 2023 - Till Date.

- **Sr. HR Executive**

Meritas Hotels & Resorts - Lonavala, Pune, Maharashtra

Job Duties & Responsibilities -

- Payroll management by attendance and salaries.
- Routine food check of cafeteria with Executive chef.
- Recruitment & staff management (Onboarding Process) .
- Making offer letter, appointment letter, experience letter & relieving letter.
- Coordinate with al HODS & GM about staffing Recruitment.
- Maintaining Leave & attendance records of the employees etc.
- Arrange induction program, Training & development Programmes as per compoany norms.
- Arrangements of Town Hall Meeting, Game Activities, employee engagement & welfare.
- Explaining the polices, procedures, benefits. and what will be expected from them as new employees.
- Making sure that every employee is aware of safety procedures before they start work at the facility.

August, 2022 - January, 2023

- **HR Executive (Unit HR)**

Guruperna Beacon Resort- Dwarka, Gujarat

Job Duties & Responsibilities -

- Grievance Handling.
- HR policies and procedure.
- Compliances and statutory.
- Staff Accomadation management.
- Liaising Work related to HR Profile.
- Handling joining & exiting formalities of candidates.
- Handling & maintaining all registers of PF, & Payroll.
- Payroll management by attendance and salaries.
- Routine food check of cafeteria with Executive chef.
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October, 2021 - July,
2022

- **HR Executive**
MVR Grand Hotel LLP - Kanpur Nagar
Job Duties -
 - Assist with day to day operations of the HR functions and duties.
 - Provide clerical and administrative support to organization.
 - Compile and update employee records (hard and soft copies)
 - Deal with employee requests regarding human resources issues, rules, and regulations.
 - Assist in payroll preparation by providing relevant data (absences, leaves, etc).

- **HR Associate**
AV Gangadharan Hospitality & HR Services LLP - Gail Indian Company Dibiyapur
Job Duties -
 - Process payroll and resolve any payroll errors.
 - Complete termination paperwork and exit interviews.
 - Support all internal and external HR related inquiries or request.
 - Serve as point of contact with benefit vendors and administrators.

- **HR Assistant**
24*7 Bhatia Hospitality Pvt Ltd - Kanpur
Job Duties -
 - Maintained employee data and kept updated accounts of all employment records.
 - Administered payroll information, compensation materials, and benefits programs.
 - Supported daily operations of busy human resources department.
 - Mentored employees through personal and professional issues.
 - Ensured confidentiality of all personnel, office, and employment records.

- **HR Trainee**
24*7 Bhatia Hospitality Pvt Ltd - Kanpur
Job Duties -
 - Update internal databases with new employee information, including contact details and employment forms.
 - Gather payroll data like leaves, working hours.
 - Address employee queries about benefits (like number of remaining vacation days)
 - Review and distribute company policies in hard copies.

EDUCATION

2014	• J. D. V. M. Inter College, Anand Bagh Kanpur High School
2016	• J. D. V. M. Inter College, Anand Bagh Kanpur Intermediate
2019	• J. D. V. M. P. G. College, Anand Bagh Kanpur Bachelor in Commerce

SKILLS

- Quality Management
- Leadership skills
- Employee Relations
- Communication Skills
- Organizational Development
- Ability to multitasking

INTERESTS

- Photography
- Cooking

PERSONAL DETAILS

- Date of Birth : 13 May, 2000
- Marital Status : Single
- Nationality : Indian