***Resume***

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|  | **Sigma Pradhan.**  **E-mail:sigma85jobs@gmail.com**  **Mobile- +918527710983,+919776021002** | **A-Ext-41, Mohan Garden, Near Shankar Dairy, Nawada,**  **Uttam Nagar,**  **New Delhi,**  **Pin No-110059** |

***Seeking a challenging career in Admin & Human Resource Management in the Corporate Sector***

**SNAPSHOT**: A professional with 4 years experience both in the Telecom as well as Construction sector. Currently working as ***Sr. Executive*  *ADMIN & HR*** with **RAJKAMAL PLYWOOD INDIA PVT. LTD, DELHI** since March **2014.**

#### EXPERIENCE SUMMARY

* Working as a Sr. Executive HR & Admin with **Rajkamal Plywood I Pvt. Ltd.**, Delhi from 2014 to till date.
* Worked as a Officer Grade II HR with **Simplex Infrastructure Ltd.** Odisha from 2011 to 2014.
* Worked as a HR Executive with **Vodafone Essar Spacetel Ltd.**, Odisha from 2008 to 2011.
* Ability in V-LOOKUP, H-LOOKUP,PIVOT

#### SKILL SUMMARY

* Completed the **Corporate Practical Training** with hands on experience in HRGeneralist.

**KEY RESPONSIBILITIES**

**Admin Process**

* Maintaining Pantry ( coffee, tea and snacks) for current office.
* Travel and Accommodation management: For entire company
* Lunch for current office.
* Power and AC working, AMCs are given and UPS, Battery for the current office.
* Current office maintenance ( Cleaning, security, stationary, plumbing, repair and maintenance).
* All Contracts for entire company.
* Company parties management and employee welfare.
* Petty cash management for current office.
* Business card, envelope, letter head for entire company.
* Reception phone, Reception person.
* Electricity, Water and Generator bill payments
* In-ward & Out-ward Couriers
* Control of Petty Cash expenses
* Purchase mgmt.
* Sourcing & ordering stationery and office equipment
* Office upkeep & Maintence
* Ensuring smooth functioning of day to day admin related work
* Sourcing of housekeeping, security

**HR Processes**

* Ensuring all new joiners are successfully transitioned into the system, appointments, confirmations, performance tracking, transfers, exit formalities, HR MIS.
* Verification & processing of leaves & attendance, reimbursement claims, maintaining & updating employees’ personal files as well as data base.
* Preparation of required MIS reports to management as per prescribed timelines.
* Responsible for preparation of Full & Final settlement for outgoing employees.
* Coordinating with Directors for meetings and in-house conferences to maintain operational smoothness.
* Responsible for general office administration, supervising the Canteen and Guest house operation.
* Preparing letter of offer.
* Organize Employee Engagement activities & events
* Makes suggestions to improve employee engagement

**Compensation &Benefit Management**

* Updating of employee database
* Responsible for salary processing ensuring timely payment of salaries.
* Maintaining leave records
* Releasing salary pay-out monthly & salary slip

**OFF Board**

* Receive and process resignations.
* Conduct retention meet within stipulated time period to retain performers of the company.
* Check and review Off Board in each employee exit.
* Perform exit interviews.
* Working on attrition and ways to control.

**ACADEMIC CREDENTIALS**

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| **Course** | **University** | **Year of Passing** |
| **M.B.A** | ICFAI University, Odisha | 2008 |
| **B.B.A** | Ravenshaw Autonomous College, Odisha | 2006 |

#### PERSONAL CREDENTIALS

**Date of Birth:** 20th April 1985

**Father’s Name:** Shri Saroj Kumar Pradhan

**Languages Known:** English, Hindi, and Oriya.

#### DECLARATION

##### I do hereby declare that all the information furnished above are true to the best of my knowledge.

**DATE : - Sigma Pradhan**

**PLACE :- SIGNATURE**