Arun

# 356 ▪ Sector 21 ▪ Panchkula- Haryana. +919646005035 ▪ montyarun@gmail.com

OBJECTIVE:

To utilize my skills and abilities in a highly competitive environment that offers a good chance to grow and an ample opportunity to learn and excel.

EDUCATION:

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| --- | --- | --- | --- | --- |
| Qualification | Year of Passing | Board / University | Institute | %Marks/CGPA |
| MBA  Major- HR  Minor- Marketing | 2010 | S.M.U | IIeBM | 65% |
| B.A | 2008 | H.P.U Shimla | B.T.C DAV College, Banikhet | 57% |
| XIIth | 2005 | H.P.B.S.E. | Govt Sr Sec School Kakira | 60% |
| Xth | 2003 | H.P.B.S.E. | Govt Sr Sec School Kakira | 68% |

WORK EXPERIENCE:

**Alchemist Hospital - Panchkula**

**Executive – Human Resource July 2014 – Till Date**

**Job Profile:**

**NABH Compliances:**

* Have exposure to the process of NABH accreditation of hospital and have to my credit, independently handling all the compliances of NABH protocols of the HR dept.

**Recruitment & Resourcing:**

* Managing the complete recruitment process and planning human resource requirements in consultation with heads of different functional and operational areas and coordinating selection interviews.
* Supervising staffing, recruitment, conducting induction & orientation program, contract negotiations, discipline, policy and procedures for employees.

**Induction &Joining Formalities:**

* Responsible for conducting induction for the new entrants with company policies and procedures and orientation with the facility.
* Responsible for supervising joining and pre- employment medical of the candidates.
* Sending organizational announcement to update existing employees about new joinee.
* Keeping a record of the birthdays of the employees.
* Preparing appointment letter of new joined employee.
* Maintaining the probation plan, leave record and database of the employees
* Maintaining the employee personal files.
* Preparing monthly HR MIS
* Updating the employee details and payroll details in HR software (Adrenalin).

**Attendance & Leave Management:**

* Formulating and implementing leave policies. Generating & maintaining reports related to attendance.
* Responsible for leave management, monitoring daily attendance and leave record of employees, analyzing and taking corrective actions to avoid unnecessary absenteeism which helps in regularizing production.

**Knowledge Management (Training & Development) :**

* Preparation of training calendar based on the corporate objectives.
* Identifying training needs in consultation with respective department heads.
* Maintaining the training requisition forms, attendance, training feedback forms and checking the effectiveness of the training & ensuring proper implementation of training calendar.

**Payroll Co-ordination:**

* Salary Administration covering all stages from input to the disbursement of the salary slips.
* Salary re-structuring for promoted, confirmed, and transferred staff.
* Calculation for full and final settlements of separated employees.
* Worked closely with the superiors for the yearly salary increment for the teams.

**Employee Welfare / Relations:**

* Solving queries relating to company’s policies, benefits, facilities and payroll.
* HR helpdesk.
* Defining People Functions policies and practices.
* Counseling / grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction and HR Survey & community development activities.
* Conducting employee engagement activities such as monthly Birthday bash, Sports day, Founder’s day, Picnics, Festival celebrations etc.

**Exit Formalities:**

* Identifying reason for leaving, involved in corrective & preventive actions to retain the employees.
* Releasing the clearance form to take no dues certificate.
* Making the employee’s entire full & final settlement.
* Responsible for conducting exit interviews.
* Preparing relieving letter and performing other clearance formalities.

**Administrative Responsibilities:**

* Calculating & processing monthly expenses of marketing personnel
* Handling the Vodafone circle including the issuance, management of CUG’s for employees and processing of monthly bills
* Handling the hostel facility of the Hospital and processing the monthly bills for submission in accounts Identifying reason for leaving, involved in corrective & preventive actions to retain the employees.

**Spinoff Techno Park Pvt Ltd Mohali**

**Executive – Human Resource Jan 2014 – July 2014**

**Job Profile:**

* Managing the complete recruitment process and planning human resource requirements
* Supervising staffing, recruitment, conducting induction & orientation program, contract negotiations for employees.
* Responsible for conducting induction and supervising joining formalities and ensuring accurate entry of new hires information and payroll details.
* Ensure opening of Bank Accounts (salary) on time.
* Maintaining the employee personal file.
* Responsible for leave management, monitoring daily attendance and leave record of employees, analyzing and taking corrective actions to avoid unnecessary absenteeism which helps in regularizingproduction.
* Preparation of monthly and quarterly training calendar
* Identifying training needs and maintaining the training requisition forms, attendance, training feedback forms and checking the effectiveness of the training.
* Salary Administration covering preparation, disbursement of the salary slips, salary re-structuring for promoted, confirmed and transferred staff.
* Coordinating and Managing Performance Appraisal process across all levels and linking it to Reward Management.
* Upgrading the Performance Appraisal Form
* Solving queries relating to company’s policies, benefits, facilities, payroll.
* HR helpdesk.
* Enabling PF related tasks and activities.
* Counselling / grievance handling of the employees to maintain a healthy work environment
* Identifying reason for leaving, involved in corrective & preventive actions to retain the employees.
* Responsible for conducting exit interviews.
* Preparing relieving letter and performing other clearance formalities. Coordinating with Accounts personnel for full and final settlement.
* Calculation for full and final settlements of separated employees.

**Ivy Hospital. Mohali**

**Executive - HR Dec 2011– Dec 2013**

**Job Profile:**

**Induction &Joining Formalities:**

* Responsible for conducting induction for the new entrants with company policies and procedures and orientation with the facility.
* Responsible for supervising joining and pre- employment medical of the candidates.
* Sending organizational announcement to update existing employees about new joinee.
* Keeping a record of the birthdays of the employees.
* Preparing appointment letter of new joined employee.
* Maintaining the probation plan, leave record and database of the employees
* Maintaining the employee personal files.
* Preparing monthly HR MIS
* Updating the employee details and payroll details in HR software (Adrenalin).

**Hero Moto Charisma Dealership - Chandigarh**

**Executive – Admin**  **Feb 2011– Dec 2011**

**Job Profile:**

* Providing sales and administrative support involving efficient handling of top and confidential agreements.
* Communicating with regional sales team for status of order and position of sales..
* Preparing monthly, weekly or daily sales analysis.
* Preparing proposals, agreements, sales reports, and presentations.
* Updating the status of sales order in the database or computer.
* Monitoring the trends and evaluating the performance assessed against monthly sales goals.
* Assisting in the implementation of sales strategy as prepared by the Sales event manager.

**Knowledge Management (Training & Development) :**

* Preparation of training calendar based on the corporate objectives.
* Identifying training needs in consultation with respective department heads.
* Maintaining the training requisition forms, attendance, training feedback forms and checking the effectiveness of the training & ensuring proper implementation of training calendar.

SKILLS:

* Self- Motivator
* Good Interpersonal Communication skills
* Effective Team Player
* A confident and concise communicator.
* Adept at cultivating strong relationships with people from diverse backgrounds.

PERSONAL DETAILS:

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| --- | --- |
| Date Of Birth: | 19th April, 1988 |
| Father’s Name | Mr. Tulsi Ram |
| Marital Status: | Married |
| Permanent Address: | Vill Kamlari P.O Bakloh Distt Chamba Himachal Pradesh -176301 |
| Interests: | Reading, Music and Travelling |
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