

Resume

SABA PARVEEN

21st January 1991

ADDRESS: R-165/B Ramesh Park
Laxmi Nagar Delhi-
110092

Mobile: 9899529521

Email ID: sabaprvn@gmail.com

Human resource executive with over 3 years of experience, intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

EMPLOYMENT DETAILS

CHILD LEARNING PVT LTD

10th September 2019- till date

Job Title: HR Executive

JOB RESPONSIBILITY:

- Assist the HR Manager in planning of organization recruitment.
- Source the candidates from various job portals like Naukri, indeed and linkedin.
- Taking care of Joining Formalities, induction, documentation and reference check.
- Generation of various documentation like offer letter, appointment letter, experience letter, increment letter, reliving letter and etc.
- Attendance and Leave management.
- Handle Salary management.
- Ensuring full & final settlement of employees.

YOHO TRAVELS PVT LTD

13TH September 2018- 10th January 2019

Job Title: HR Executive

JOB RESPONSIBILITY:

- Handling end to end recruitment of the company.
- Sourcing and screening of prospective candidates in travel domain.
- Sourcing candidates through various modes of recruitment (job-positing, job-portals, referral hiring and social media platform)
- Performing in-person and phone interviews with candidates.
- Performing reference and background checks.
- Taking care of joining formalities, induction, documentation and orientation.
- Taking part in making new HR Policy for the company.
- Taking part in making attendance of the employees.

RPS INFOCOM PVT LTD

29th June 2016 – 12th September 2018

Job Title- Hr Executive

Resume

JOB RESPONSIBILITY:

- Assist with day to day operations of the HR functions and duties.
- Compile and update employee records (hard and soft copies).
- Process documentation and handling staffing, recruitment, training, performance evaluations, Employee Birthday celebration and Festival celebration etc.
- Recruitment through various job sites.
- Coordinate communication with candidates and schedule interviews.
- Taking HR Round of the candidates.
- Handling joining formalities of the new joinees.
- Conduct initial orientation to newly hired employees.
- Coordinating with director for planning HR requirements; liaising for recruitment, selection & salary structure.
- Preparing monthly Salary ,salary slip and attendance management.
- Disciplinary actions for any misconduct and absenteeism.
- Arrangement of weekly or monthly office meetings.
- Implement the new rules and regulations.
- Researching organizations and individuals online to identify new leads and potential new markets.
- Contacting existing and potential clients via email or phone to establish rapport and set up meetings.
- Continuous follow up with the customers and building & retaining client.
- Developing quotes and proposals.

ACADEMIC BACKGROUND

COURSE	BOARD/ UNIVERSITY	YEARS
M.B.A in H.R	S.M.U	2014- 2016
B.A(HONRS) ENGLISH	DELHI UNIVERSITY	2009-2012
10TH+2	C.B.S.E	2008-2009
10TH	C.B.S.E	2006-2007

PERSONAL INFORMATION

Father's Name	Naseem Alam
Languages known	Hindi, English
Strength	Quick learner, Honest, Punctual, Sincere and Hardworking
Marital Status	Single
Nationality	Indian

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Name of Applicant)

SABA PARVEEN