

# JASLEEN KAUR

Email	jasleen9045@gmail.com
Mobile	8218600223
Location	New Delhi, India

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## CAREER OBJECTIVE

Inquisitive and innovative HR professional with strong analytical abilities and creative problem-solving skills. A fast learner and enthusiastic team player seeking opportunities to apply HR knowledge and contribute effectively to organizational growth.

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## WORK EXPERIENCE

### HR Executive – ANAROCK (Gurugram) | Apr 2025 – Sep 2025

- Managed new hire documentation, onboarding, and orientation.
- Maintained employee records, HR databases, and attendance monitoring.
- Addressed employee queries related to HR policies and services.
- Assisted in recruitment logistics and background verification.
- Managed HR helpdesk and acted as HR point of contact.

### HR Executive – On TeamLease Payroll (New Delhi) | Jan 2024 – Nov 2024

- Oversaw payroll processing and ensured timely salary disbursement.
- Managed attendance, leave records, and statutory compliance (PF, tax).
- Coordinated with finance team for payroll and compliance.
- Handled employee grievances and day-to-day HR operations.

### HR Executive – Taneja Group One Stop Complete Home Solution (Delhi) | Oct 2023 – Dec 2023

- Managed employment process and employee documentation.
- Maintained attendance, payroll, and HR records.
- Handled full & final settlements and confirmation records.

### CRM – Kanodia Groups (Noida) | Apr 2023 – Sep 2023

- Managed customer relationship processes and coordination.
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## EDUCATION

PGDM in HR	IMT Ghaziabad (2023 – 2025)
B.Com	Mata Surajmukhi Girls College of Commerce & Economics, Agra (2015 – 2018)
DELED	Shri Chandra Bhan Singh Mahavidhyalaya (2018 – 2020)
Intermediate	St. Andrews Public School, Agra (2013 – 2015)
High School	St. Andrews Public School, Agra (2012 – 2013)
Certificate Course in French	Dr. Bhim Rao Ambedkar University (2022 – 2023)

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## KEY SKILLS

Payroll Management | Recruitment & Onboarding | Attendance & Leave Management | Statutory Compliance | Employee Engagement | Talent Acquisition | Conflict Resolution | Performance Management | MS Excel | PowerPoint | SAP | Google Sheets

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## ACHIEVEMENTS

Qualified CTET (December 2021)

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## LANGUAGES

English | Hindi | Punjabi (Full Professional Proficiency)

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## INTERESTS

Listening to Music | Craft | Painting