

# JATIN

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New Delhi

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## HR GENERALIST

### EDUCATION

#### UNIVERSITY OF DELHI

Graduation B.A  
2015-2018

#### UNIVERSITY OF DELHI

Post Graduation M.A  
2018-2021

#### UNIVERSITY OF DELHI

Post Graduation MBA  
2023-2025

### LANGUAGES

Hindi

English

### ACHIEVEMENT

UNIVERSITY OF DELHI  
2 nd position Graduation  
First Division MBA

### INTEREST AND HOBBIES

- Reading Books
- Traveling

### CERTIFICATION COURSE

- Six Months HR Generalist Certifications course SLA Consultant of India Delhi.

### AREA OF EXPERTISE

- HR Policy Execution
- Recruitment
- Employee Relations/welfare
- Training and Development
- Grievance Handling
- Training and Development
- MIS REPORT

### KEY SKILLS

#### a) Payroll Management

- Knowledge Of PF Tools and Deduction Of PF, ESI and submission Of on line challan Of PF and ESI calculation OF Salary Head ,CTC, Gross Salary, Net Salary , Dedection ets..
- Knowledge of Record Maintain OF Employees Leave

#### b) Management Information System

- Report Preparing OF Leave Management System With the Help OF Data Validation.
- Report Preparing Of Monthly Salary, Pay Slip With the Help OF Vlookup and Hlookup Formulas.
- Presentation OF Deduction PF, ESI With the Help OF Logical Function .
- Presentation of Net Salary, Gross Salary With The help Of Logical Basic Function.

#### c) Recruitment Management

- Working Knowledge of Job Portal .
- Working Knowledge Of various Job Posting.
- Resume Selection for the help of smart search.

### COMPUTER SOFTWARE SKILLS

- Good Knowledge of Microsoft Office Word , Power point Excel.
- POWER BI Software Knowledge.
- Presentation of Report POWER BI
- Pivote Table

### EXPERIENCE

- One Year Internship In Management Information System Toyota Galaxy Automobiles P.V.T Limited.
- Three Months HR Generalist Internship SLA Consultant of India.

### STATUTORY COMPLIANCE & PAYROLL COMPENSATION

- Knowledge Of Statuary Recruitment PF / ESI / Gratuity / Maternity benefits etc.
- Ensure That all relevant documentation e.g. overtime , Incentive, Bonus Payment, Notice Period buyout. any payroll Issues resolved satisfactorily,in a timely manner
- Updating and maintenance of person record of employees.

### DURATAION

- Joining and orientation
- Preparing Orientation Schedules
- Handling Various queries during orientation process
- Joining and orientation