

RESUME

Saurabh Singh Bisht.

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Mo- 9990828530

Career Objective

To work in a competitive and challenging work environment and to contribute the best of my ability, Quest to work in a professional atmosphere, I intend to contribute positively towards the growth and prosperity of the company.

Professional Qualification

15month's "Diploma course on **Hardware & Networking**" (JCHNP) from **Jet-king** at South ext. Part -I New Delhi.

Academic Qualification

- **B.A** complete Shobhit University (**Meerut**) in 2013,
- Passed 10+2 with Science (**PCM**) group.

Professional Experience with company

Total Experience 10+ years

Company: - Bajaj Allianz staffing solution Ltd.

Designation: - Regional HR (Senior Hr- executive)

Job Duration: - 19th Jun 2023 to till date.

Responsibilities: -

- Discerning on complete employee life cycle, Maintaining the matrix of new joiners who are offered, tracking on did not join employees so that they don't reflect in the Active data.
- Keeping a track on processes for Confirmation, Transfer, Re-designations, Reimbursements, Warnings, Relieving, CAP, absconding, Maternity etc. and rolling out written communication to the concerned employees
- Handling Recruitments of all the verticals / departments, hiring & Recruitments for entire North Region (Internal as well as external hiring).
- Publishing salary release / hold data /Contract End/Contract Extend, Overall check on Full & final settlement data, Checking Final report on Attendance and time correction.
- Organization structure mapping, maintaining database of generated official mail id & share to Business head.
- Handling entire day to day operations of the HR functions & activates, maintain employee,

Company: - Dhani Loan & Services.

Designation: - HR-Operations || Business HR (Senior Hr- executive)

Job Duration:- 04th Oct 2021 to 16 Jun 2023.

Responsibilities:-

- Discerning on complete employee life cycle. Publishing salary release / hold data, Overall check on Full & final settlement data, Checking Final report on Attendance and time correction.

- Checking reports of CIBIL and DEDUPE before asking team to roll out offer, Maintaining the matrix of new joiners who are offered, Tracking on did not join employees so that they don't reflect in the Active data
- Keeping a track on processes for Confirmation, Transfer, Re-designations, Reimbursements, Warnings, Relieving etc. and rolling out written communication to the concerned employees
- Develop, implement, and maintain HR policies and procedures to ensure effective management of staff throughout the organization.
- Handling Recruitments of all the verticals / departments, hiring & Recruitments for all Level at Region (Internal as well as external hiring)
- Bulk Offer Letter generate for new hires in SAP, and share with employee covering letter just like offer letter/transfer letter/Reliving letter/experience letter.
- Provide support of SAP HR modules maintain and stabilize HR modules in SAP system.
- Organization structure mapping and position creation for new hires through in SAP.
- Data management in **PA30** and **PB30** for all new hires and data changes for existing employee on daily basis through SAP.
- Knowledge of SAP T-Code **PA30, PB10, PB30, PO13, LSMW, PPOM_Old** & Ad hocquery.
- Bulk data uploading through **BDC** and **LSMW** in SAP
- Maintaining database of generated official mail id & share to Business head.
- Update to new hires employee wallet number/mail id and KYC
- Coordinate with business HR to hires for new employee.
- Handling entire day to day operations of the HR functions & activates, maintain employee.

Company: - I-process Services India Pvt Ltd.

Designation: - Co-coordinator (HR operations)

Job Duration: - 15th Jan 2018 to Sept 2021

Responsibilities:-

- Maintaining Database of the resigned employee of PAN India and make a MIS Report daily/weekly/monthly basis to judge the discrepancy and share the same with seniors.
- Sending regular intimation to employees and managers via mail merge regarding the required documents for the FNF process. Synergistic approach in achieving best TAT and accuracy.
- Update day to day in FNF Tracker and further take the printouts of the same for filing purpose as well. Sharing of Active Data thrice in a month for updation of resignation of the working employees.
- Responsible for processing Full and Final settlement (FNF) Handling of mails on daily basis related FNF concerns from Internal Department, Branches and Major team such as(FNF team, Helpdesk team and BHR Team) with a flow of 120 mails approx. per day
- Generating monthly PF date of new joined employee.
- Responsible for checking & generated the UAN number of new joining Employee.
- Maintaining Database of the resigned employee in EPFO portal mark of exit date in PF portal, update employee KYC and basic details.
- Processing Employee PF related document's (Death claim / joint declaration/ Reissue form/ form 13/ PF manual form) submit the PF claim forms duly signed by authorized

signatory after then submitted to EPFO office.

Company:- Maruti Suzuki India
Ltd.Designation:- MIS Executive
Job Duration:- 6th Aug 2015 to 31st Dec 2017.

Responsibilities:-

- Responsible for data Maintain and update all over Region Wise North (A), North (B) & NCR Daily basis. **Info view software & send all report in morning to TSM (Sales Manager), and RM (Regional Manager).**
- Daily and Monthly Update record of Dealer Wise incoming Enquiry, Booking, Booking cancelled Retail, Retail Cancelled, Whole sale, Network Stock,
- Update day to day report and Analysis of MIS Reports, coordination of Dealership. When customer faces any issue.
- Month Closing time all over Data maintain make a MIS Reports (Pos_Shortfall), Factsheet of Wholesale and Retail. Using in **Extranet Software.**
- Key Member of content Data Analysis Team, Which delivers Reports, timely & accurately according to TSM & RM.
- Responsible for satisfaction customer of all issue of Dealership regarding, vehicle regarding & coordination of Customer with Sales manager.
- Maintain track of RM (Regional Manager) Blue folder just like a all MIS Report's before 2 Years and updated all MIS Reports.

Company:- InTarvo Technology Pvt. Ltd. Noida Sec-80 Phase –II
Designation:- MIS Executive. (Co-coordinator).
Job Duration:- 4th Feb 2013 to 30th May-2015.

Responsibilities

- Close time all over month date wise productivity sheet totally engineer and his repair, IR.BGA Part pending send to Data senior person Team Leader and Reporting Manager.
- **Responsible for Data sheet secure, updating and data sheet has backup, in mail or any folder, hard drive.**
- **Key Member of Content Data Analysis Team, which delivers Reports, timely & accurately according to client Requirement.**
- **Daily and Monthly Incoming & Outgoing Report. With Dispatch Vs Receivable Report. Analysis of MIS Reports.**
- **Make various reports like, Daily reports, Weekly Reports & Monthly Reports by using Excel as well as Advance Excel Techniques.**
- **Update day to day report and Analysis of MIS Reports. & send data to all location and Client & Management.**
- **Maintain track of service Invoice and match with Purchase Order and Leading a team of Technicians, Coordination with Client and Vendors.**

Key Responsibilities With: -

- Experience of 3 month English typing.
- Experience of Ms. Office, Ms. Excel 2003,2007,2009,2013
- Work in Advance Excel. All functions and formulas.
- Troubleshoot and resolve (Hardware) related to Desktop and associated peripherals.

Personal Details

Father's Name : Sri. Bachi Singh
Date of Birth : 15th July 1990.
Sex : Male.
Hobbies : Listening music.
Nationality : Indian.
Marital Status : Married
Languages Known : Hindi & English.
Category : General

Strengths

- Hard Working, Punctual
- Adapting and capable of new environment easily
- Flexible and high motivated & Energetic

Date: -

(Saurabh Singh Bisht)

Place- New Delhi