**Chetna Suri**

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**PROFESSIONAL SYNOPSIS**

⮊ HR with 4 **Years** of valuable experience in the field HR Administration. HR profile includes Employee Relation, Statutory Compliance, Recruitment, Employee Life Cycle, and Administration.

⮊ Currently Associated with “**S.K Educations Pvt Ltd"** as “**Human Resource”.**

⮊ Proficient in establishing smooth & harmonious Relation among employees.

⮊ Adept at handling day-to-day activities in co-ordination with internal / external departments for ensuring smooth business operations.

***Career Graph with Noteworthy Accomplishments***

## ***Company Profile***

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| --- | --- | --- | --- | --- |
| S.No | Organization / Designation | Tenure | Reporting to | Industry Type |
| 1. | S.K Educations Pvt Ltd, as HR Manager | March.,15 to Till the Date | Business Head | Educational Firm  |
| 2. | Renovision Automation Services Pvt. Ltd ( Wipro Franchise), as HR Executive | Oct.,14 to Feb.,15 | Team Leader | Recruitment & Manpower Outsourcing Firm |
| 3. | Elite Inc. , as HR Recruiter | Aug.,13 to Oct.,14 | Business Head | Consultancy |

**Professional Experience**

 **S.K Educations Pvt Ltd(Bachpan…a play school) March-15 to Till Date**

**Position - HR Manager**

**Key Responsibilities:-**

**Industrial Relations:-**

* Establishing smooth & harmonious Relation among employees.

• Managing day-to-day employee discipline & Stress.

• Effective Employee counseling & other Control.

• Supervising the activities of Time Office and Watching Punching System and generating the reports like attendance, leave, absenteeism and late coming etc.

* Co-ordination with Marketing Team & Training Team.
* Maintaining & Updating report of Marketing Team & Training Team.
* Making bookings of Marketing employees according to their tour.

**Payroll Processing:-**

• Finalizing monthly attendance.

• Processing the full salary release procedure.

• Monitoring and recovering advances given to employees for Company’s work.

• Checking individual salary report.

• Solving salary related query.

• Coordinating and updating leave management system for employees on time.

**Joining Formalities & Documentation:-**

• Conducting the overall Induction, Joining formalities & Documentation.

•  Preparing data of New Joinees and maintaining accordingly.

• Co-ordinating to arrange offer letters, appointment letters, confirmation letters.

• Issuing Warning Letter, Absconding Notice, Experience Letter, Reliving Letter and Appreciation Letter.

• Handling all matters related to employee Communications and HR Correspondence.

* Providing Data for Mobile Recovery, I-Card, Laptops, Mobile SIM and Other Company Assets.

**Recruitment & Resourcing:-**

• Managing recruitment for sourcing the best talent from diverse sources after identification of manpower requirements.

• Planning human resource requirements in consultation with heads of functional & operational areas and conducting selection interviews.

• Supervising staffing, recruitment, induction program & discipline.

**Exit Interviews:-**

• Processing the clearance / Exits forms.

• Preparing Full & Final of exit employee.

• Cooperating in full & final settlement.

## ***Previous Company Profile***

 **Renovision Automation Services Pvt. Ltd ( Wipro Franchise) Oct 14 to Feb-15**

**Position -HR Executive**

* Handling the entire recruitment cycle (junior, middle and senior level management search).
* Collecting and Analyzing Requirements from clients and understanding the recruitment policies and processes applicable to the desired profiles of the client in various levels.
* Placed people at senior levels across different verticals in the telecom through Head Hunting, Portals and Personal Networking.
* Collect feed back of the candidates from clients and advise the candidates.
* Posting Ads on Job Portals.
* Maintaining & updating daily, monthly, quarterly & yearly MIS.
* Manpower mapping for the management levels as per client’s requirement.
* Maintaining Databank –
* a) Saving- involves screening as well saving the CV of a particular candidate accordingly in the industry vertical & sub-vertical.
* b) Updation- it involves direct conversation with all those candidates whose CV are there in the databank & then asking about.

## ***Previous Company Profile***

**Elite Inc. Aug-13 to Oct-14 Position -HR Recruiter**

* 'Cold calling' companies to generate new business.
* Getting vacancy details from employers.
* Interviewing and testing job seekers.
* Matching candidates to jobs to build a pool of potential applicants.
* Screening and shortlisting candidates for employers to interview.
* Building relationships with employers and job seekers.
* Meeting targets for vacancies filled and people placed.
* Keeping record & Maintaining MIS.

**Educational Details:-**

• Pursuing **PGDHRM** from **Symbiosis Centre of Distance Learning**.

* B.A Programme from **Delhi University** by 55% in 2018.
* Diploma in Medical Electronics from **Board of Technical Education** by 80% in 2013 [Regular- 3 Years].

• 12th From in **N.I.O.S** Board in 2013.

• 10th  From **C.B.S.E** Board in 2010.

**Personal Details:-**

Father’s Name : Mr. Naresh Suri

Date of Birth : 15th, July 1994

Gender : Female

Marital Status : Single

Language : English, Hindi, Punjabi

Date:

Place: Chetna Suri