**Jaspreet K Sasotri**

**Shivam Building, Block No 6, Devi Shah Road Palghar - 401404**

**Mobile no. 7066706836**

**Email: jaspreetsasotri@gmail.com**

**Career Objective :**

To seek a definitive position in a performance driven organization, to excel in terms of responsibilities, learning values, career growth and to play a positive role in overall

development of the organization.

**Skill & Areas of Expertise:**

* Strong problem solving skills and a quick learner.
* Innovative thinker and ready to learn new things.
* Basic knowledge about MS- Office and Internet
* Continuous self-improvement & genuine interest in the development of others.
* Strong oral and written communication skills.
* Presentable with good interpersonal skills.

**Employment Summary:**

1. Worked as a HR Executive (Assistant) at **Rebenok Infotech** (May 2017- Till Now)

**Job Responsibilities:**

* Assist the HR manager in planning of Organizational recruitment.
* Providing clerical and administrative support to staff.
* Identification of training needs and nominating candidates for training.
* Encouraging participation of employees in various organizational events.
* Issuing training certificates after completion of the training.
* Celebrations - Diwali, Ganpati Festival, and other company events
* Effectively managing welfare measures, management - employee get together,

picnics & parties.

* Developing employee engagement programs like Initiated and administered a welcome policy to all new joiners, Initiated regular Birthday celebration policy.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of salary statement
* Processing monthly attendance musters for trainees & employees.
* Preparing offer letter, appointment letter for employees.
* Handling the full and final settlement of the employees
* Works to achieve team goals with quality results.
* Values individual differences and talents in the team.
* Informs others in the team by consistently sharing important or relevant information.
* Communicates effectively with all team members ensuring everyone has up to date Information.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Name of University** | **Year of Passing** | **Percentage (%)** |
| MMS | Guru Nanak Institute of  Management Studies, Matunga,  Mumbai University. | 2014-2016 | 65.71% |
| BMS | SDSM College, Palghar, Mumbai  University. | 2010- 2013 | 62.75% |
| HSC | SDSM College, Palghar, Mumbai  University. | 2008-2010 | 62.17% |
| SSC | Twinkle Star English High School  Palghar, Mumbai University. | 2007-2008 | 60.00% |

**Computer Awareness:**

* Having Basic knowledge about MS- Office and Internet
* Completed MS-CIT Computer Course
* Completed Advance Excel and Tally ERP 9 Course

**Extra Activities and Achievements:**

* Won Silver trophy in Presentation Competition.at (TMA) Tarapur Management

Association, Boisar.

* Organized HR Event in Guru Nanak Institute of Management Studies, MMS in

Human Resources Management.

* Worked with Future Value Retail Big Bazaar in Marketing & Sales Department.
* Worked with Bank of India in Human Resource Department for 2 months.
* Participated in online program of Human Experience Management (HXM) with OpenSAP.

**Academic and Internship Projects:**

* Industrial Relations (Durian Industries Ltd)
* HR Practices in today’s scenario Indian banks (BANK OF INDIA)
* Problems faced by female employees in SME’s (Kraftware India Pvt Ltd)

**Personal Details:**

Date of Birth: 03/04/1992

Nationality: Indian

Gender: Female

Marital Status: Unmarried

Languages Known: English, Hindi, Marathi, and Punjabi

Hobbies: Cooking, Dancing.

Permanent Address: Shivam Building Block No.6 Devi Shah Road Palghar.

**Declaration:**

I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge.

**Date:**

**Place:**