

DOLLY

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CAREER OBJECTIVE

A thorough professional endeavouring a stable and challenging position as an HR & Admin Manager in a growth oriented industry, where my expertise as well as experiences will significantly add to the overall prosperity of the company and render opportunities to my career.

PROFILE SUMMARY

- Excellent organisational skills with the ability to prioritise and execute multiple projects simultaneously and work in fast paced environment.
- HR & Admin Officer with qualitative experience & who is also well organized, enthusiastic, earnest & motivated.
- Superintending smooth implementation of Human Resources policies for manpower planning, recruitment, selection, induction, joining & exit formalities, employee engagement, payroll management and MIS reporting.
- An effective communicator with good interpersonal & presentation skills nestled in the lap of an ability to multitask & operate well under mounting pressure situation.
- Pleasant personality with great energy and initiative & highly effective interpersonal skills and abilities.
- Strong Organisational capabilities, able to prioritise large volume of diverse work effectively to meet deadlines.

EDUCATION

2012-2014

MBA (HR & Finance)

Punjab Technical University

Modules Covered:- HRM, HRD, Industrial Relations, Organisational Behaviour, Labour Laws, Labour Welfare, Training & Development, Computer with HRM, Corporate Investment Management, Portfolio Management, Small business & Corporate Finance, Economics & Finance etc.

2009-2012

B.com (Professional)

Guru Nanak Dev University

Modules Covered:- Business Economics, Business Laws, Statistics, Accounting, Corporate Laws, Financial Market Operations, Business Communication, Business Analysis etc.

2008-2009

Senior Secondary

Punjab School Education Board

Modules Covered:- Business Studies, Accounting, Economic, Statistics, E-Business, Entrepreneurship etc.

PROFESSIONAL EXPERIENCE

01/11/2014

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31/09/2015

Lally Infosys

Management Lecturer

ROLES & RESPONSIBILITIES :-

- 1.To teach undergraduates and graduates in the area allocated by HOD.
- 2.Contributing to the development and planning of various curriculum.
- 3.Helping in the development of learning materials, maintain the records to monitor the student progress.
- 4.Participating in administration work for making the exams and other assessments.
- 5.Maintaining own professional development.

15/10/2015
- 15/9/2020

Lovely Professional University
HR & Admin Officer

ROLES & RESPONSIBILITIES :-

HUMAN RESOURCES

1. Controlling day to day Human Resources processes and Functions comprising Compensation and benefits, Planning, Talent Acquisition/Recruitment, Employee relation, Employee retention, Performance management, Grievance and discipline tasks, Payroll etc.
2. Led entire recruitment process including sourcing strategy, Interviewing, Rolling out offers to applicants, Managing and delivering induction for the new hires.
3. Preparing recruitment advertisement, Job portal postings, Job descriptions in accordance with the firm's hiring standards and business requirements.
4. Injecting suitable disciplinary efforts to maintain congenial working atmosphere across all employee levels.
5. Making sure that employee queries regarding pay discrepancies or any other valid concern are addressed and resolved within optimal turnaround time.
6. Effectively liaising between senior management and employees to maintain and improve company employees relations.

ADMINISTRATION

1. Controlling day to day Administration processes and Functions comprising Budgeting and Admin expenditure, IT security, Housekeeping, Timekeeping, Vendor Management etc.
2. Creating and maintaining computer and paper based filing and organization systems for records, reports and documents.
3. Planning, Adminstring and controlling budgets for contracts, equipments and supplies.
4. Monitoring the facility to ensure that it remains safe, secure and well maintained.
5. Procuring quotation for goods/ services creating memos for justification of purchases, requisition, purchase order etc.
6. Supporting senior management with company scheduling and meetings.

CORE COMPETENCIES

- Analytical & Critical Thinking
- Policy Framing & Implementation
- Strategic Planning
- Manpower Planning
- Statutory Compliances
- General HR & Administration
- Talent Acquisition
- Client Relationship

MAJOR STRENGTHS

- Effective adaptation to the role of a team member or leader as the situation requires.
- Good interpersonal communication skills, effective listening skills & problem solving approach.
- Competitive attitude and a desire to learn.
- Mentoring and managing a team to achieve the objectives.
- Excellent analytical, summarising and reporting skills.

PERSONAL DETAILS

- Marital Status : Married

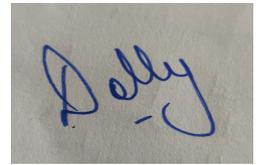
- Nationality : Indian
- Known Languages : English, Hindi, Punjabi

REFERENCES

- **Mr. Atul Singla - "Lovely Professional University"**
Chief Architect
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- **Mr. Jagdish Ahuja - "Lovely Professional University"**
Account Officer
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DECLARATION

- All the data stocked above are accurate to best of my understanding.

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature is written in a cursive style and appears to read 'Dolly'.

DOLLY