



SARABJEET SINGH

CLUSTER WORKFORCE MANAGEMENT

CONTACT

Sarabjeet singh

DOB :- 17-12-2000

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📍 Near by Vijay Nagar Gaupuri ,
Street no.2

EDUCATION

2019 - 2022

SWAMI VIVEKANANDA SUBHARTI UNIVERSITY

- Bachelor of Business Administration

2022 - 2024

SWAMI VIVEKANANDA SUBHARTI UNIVERSITY

- Master of business Administration

SKILLS

- Self Motivated
- Effective Communication
- Teamwork
- Quick Learner
- Critical Thinking

LANGUAGES

- Punjabi
- Hindi
- English

PROFILE

Human Resources Representative with progressive experience managing employee. Onboarding & Off boarding, Compensation/Payroll, Training and development, Compliance, Employee Engagement, Performance Management, Vendor Management and HR Records. Reliable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationship with stakeholders.

WORK EXPERIENCE

● Jubilant Foodworks

Cluster workforce Management

AUG 2023 - OCT 2024

- Manpower hiring / Planning manpower availability in my circle.
- Managing DOT (Delivery on time) / Order flow.
- End to end HR process.
- Align Sourcing partner for new hiring.
- Data analyst store wise / Cluster wise / circle wise.
- Discussion with store team through store visit/team meet on weekly / Monthly targets.
- Administer employee benefits programs and assist employees with inquiries related to benefits.
- Code creation through Oracle and Zing (HRIS).
- Handing salary query and collecting from cluster wise. validating and getting seniors approval for further process.
- Implementing company BGB scheme, Bonus scheme/ incentive scheme and other scheme (big days / weekends) scheme on ground level.

● HireRight Consultancy

HR Recruiter

DEC 2023 - MAY 2024

- Performing in-person and phone interviews with candidate.
- Completing timely reports on employment activity.
- Following up on the interview process status.