

SAPNA BANSAL | Curriculum Vitae

House No 907, Kanhai Gaon, Sector 45, Gurugram 122003
+91 9694657035 | Sapnaabansal95@gmail.com

ACADEMIC QUALIFICATIONS

Year	Examination	Institute
2021	PG Diploma in Banking & Finance	Rajasthan University
2018	M.Com	Rajasthan University
2017	MBA HR & Marketing	Rajasthan Technical University

PROFESSIONAL EXPERIENCES

HR Coordinator at, Livguard DriveTrain Pvt. Ltd.

Feb'24– Present

- Coordinated hiring processes, scheduled vendor meetings, and managed ID card issuance.
- Provided administrative support to senior staff, managing calendars, and coordinating meetings.
- Prepared and edited correspondence, reports, and presentations.
- Maintained filing systems, both electronic and physical, ensuring easy retrieval of documents.
- Coordinated travel arrangements and itineraries for staff.
- Assisted in the planning and execution of company events and meetings.
- Managed vendor relationships, screened profiles, coordinated interviews, collected feedback, and maintained tracking using Google Sheets.
- Verified documentation for selected candidates, conducted exit interviews, and completed onboarding formalities.
- Planned and conducted inductions and training sessions for new employees, overseeing smooth onboarding and orientation.
- Issued warning letters, PIP letters, and termination letters for non-performing candidates.
- Handled daily activities including issuing SIM cards and visiting cards, managing petty cash, maintaining expense records, and handling HR-related documentation

Assistant Manager HR Rahul Vijayvargia & Company

June'21 – Jan'24

- Administered HR functions including recruitment, selection, induction, onboarding, leave management, performance reviews, employee relations, and orientation programs.
- Created job descriptions and efficiently filled open positions.
- Analysed PF and ESIC policies to ensure compliance with statutory guidelines.
- Managed the full recruitment cycle to meet company requirements.
- Addressed employee queries related to HR policies and procedures and handled PF grievances.
- Sourced candidates through social and professional networking sites such as Naukri and LinkedIn.
- Managed HRMS and maintained employee databases.
- Maintained employee records, attendance, and leave management for approximately 200 employees using the SALARY BOX app.
- Conducted and coordinated daily and weekly meetings with teams.
- Managed petty cash and expense records using the CASH BOOK app.
- Conducted background verification checks for new hires.
- Managed the employee exit process.

Work Assignments

- Completed a 45-day training at SJ Digital LLP on the "Performance Appraisal System," gaining extensive knowledge in recruitment, organizational planning, and the L&D module through executive interactions, seminars, and training sessions.
- Undertook a 30-day marketing assignment on "Adoption of Herbal Products" with the Dalmia Group.
- Conducted a study on consumer behaviour in organized versus unorganized retail.
- Assessed and studied the role of cooperative banks in the cooperative movement in Rajasthan.
- Attended a workshop on "Distributor Operations" under the National Skills Qualification Framework.

Professional Exposure

- Completed Advanced Excel and PowerPoint training from Udemy.
- Earned the Rajasthan State Certificate in Information Technology.
- Participated in the National Conference on FDI in Retail and its Effects on the Indian Economy.
- Attended the National Workshop on Global Economic Outlook.