

# Sandeep Kaur

Human Resource Professional

## + EXPERIENCES

### Associate – HR Operations

Oct 2022 – Present

ACS Global Tech Solutions Pvt. Ltd, Noida, INDIA

Handled end-to-end HR Activities from Offer Release, Onboarding, Attendance & Leave Management, Payroll Management, Statutory Compliance's, Medclaim Management, Exit Formalities, F&F Settlement of employees for various IT & Non-IT Clients

### HR Intern

Apr 2022 – Oct 2022

ACS Global Tech Solutions Pvt. Ltd, Noida, INDIA

Releasing Offers, Onboarding & Exit Process, Attendance Reports, Exit Formalities, Full & Final Settlement of employees etc.

## + EDUCATION

### Post Graduate Diploma of Computer Application (PGDCA)

• 2015 - 2016

GNDU University, Amritsar

### BACHELOR OF SCIENCE (B.Sc)

• 2012 - 2015

Khalsa College, Amritsar, GNDU University

## + PERSONAL DOSSIER

|                |   |                         |
|----------------|---|-------------------------|
| Father's Name  | : | S. Gurdeep Singh Bajwa  |
| Date of Birth  | : | 20-04-1994              |
| Marital Status | : | Unmarried               |
| Current CTC    | : | 4 Lakhs / Annum         |
| Notice Period  | : | 30 Days                 |
| Expected CTC   | : | As per Company Standard |



## + CONTACT

+ PHONE: +91 9465476486

+ EMAIL: bajwasandy62@gmail.com

+ ADDRESS:  
, Sector 44, NOIDA, 201301

## + SKILLS

- Releasing Offer
- Induction & Orientation
- Onboarding Process
- Joining Formalities
- Attendance Management
- Leave Management
- Payroll Management
- Statutory Compliance's
- HRIS / HRMS Management
- HR Shared Services / Helpdesk
- Employee Self Service (ESS)
- Medclaim Settlements
- Off-Boarding & Exit Formalities
- Full & Final Settlement
- Administration
- Advanced Excel & Mail Merge
- MIS Reports



## + PROFESSIONAL EXPOSURE

### **Preboarding, Offer Releasing, Onboarding & Joining formalities / Induction & Orientation**

- ✓ Complete the Preboarding & Onboarding Formalities for New Joinees, Taking Induction Session for the Executive & Middle level entrants, ensure to complete the Post Onboarding Process of all employees as per the defined process.
- ✓ Manage business letters related to employee's offer & appointment letter, service agreement, background verification, allowances, request for evidence, transfer related documentation etc.

### **Payroll Management:**

- ✓ Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- ✓ Manage regular preparation of relevant MIS reports, including weekly, monthly and year-end reports (New Joinee, Left Employee, One Time Payments, Deductions, Statutory Reports, etc.)
- ✓ Manage employee queries with regards to their deductions, settlements and supporting their requirements.

### **Statutory Compliances / Labour Laws:**

- ✓ Strict adherence and compliances with the provisions of various Labour legislations such as EPF, ESI, PT, Shops & Establishment, Gratuity, Labour Welfare Fund etc.
- ✓ EPF, ESI, PT & Gratuity, LWF - Calculations, Remittances, Filings, Issue of UAN & e-Pehchan Card, ECR generation, Monthly/Annual Returns filing, handling of inspection & internal, external audits etc.

### **HRIS Management / HR Shared Services / Employee Self Service:**

- ✓ Managing Employee Database Administration in Tallite HR HRMS Software for various clients, assigning Employee Self Service username & password for employees.
- ✓ Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc.

### **Medicclaim Management:**

- ✓ Managing Medicclaim reimbursement claims, responsible for Full & Final settlements of the Medicclaim process of corporate client's employees,
- ✓ Addition & deletion of employees under Medicclaim monthly basis, maintaining track of all pending claim cases & ensure on the closure of the same within TAT, Coordinating with TPA's for resolution on pending cases

### **Full & Final settlement and Exit process:**

- ✓ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee
- ✓ F&F Settlements of left employees, complete the same within 5 working days from the date of H/T over and clearance, preparation of experience & relieving letters, exit interviews etc.

## + LANGUAGES

English  
Professional

Punjabi  
Native

Hindi  
Professional

## + REFERENCES

Will be provided upon Request