

## CONTACT

 renu1990gautam@gmail.com

 +91- 9310320035

## CORE COMPETENCIES

- ❖ Leadership and Management
- ❖ Interpersonal and Communication skills
- ❖ Conflict resolution
- ❖ Employee Relationship
- ❖ Talent Management
- ❖ Organizational skills
- ❖ Strategic thinking
- ❖ Decision Making
- ❖ Interpersonal skills
- ❖ Coaching and Mentoring
- ❖ Ethics and compliance
- ❖ Emotional Intelligence
- ❖ Employee engagement
- ❖ Multitasking
- ❖ Compensation & Benefits Administration

## SOFT SKILLS



## EDUCATION

- ❖ 2006: 10<sup>th</sup> from CBSE Board
- ❖ 2008: 12<sup>th</sup> from CBSE Board
- ❖ **2013:** B.A from Delhi University

## Renu (Asst. HR Manager)

Strategic HR Manager with 14+ years of experience in overseeing all facets of HR functions, including recruitment, employee development, compliance, and performance management. Skilled in driving organizational change, fostering employee engagement, and building high-performing teams. Proven track record in aligning HR strategies with business objectives to improve productivity and employee retention.

## PROFILE SUMMARY

- ❖ Maintained the Daily attendance records.
- ❖ Manpower recruitments according to dept. requirements.
- ❖ Maintain salary record of each employees with PF,ESI,LWF etc.
- ❖ Preparation of offer letter, salary structure and follow-up with candidate for joining post offer.
- ❖ Generate of employee code, employee ID card and business card.
- ❖ Processing their personal records for mediclaim and ESIC.
- ❖ Maintaining the statutory compliances.
- ❖ Mailing and Drafting and revert to clients.
- ❖ Short out all quarries of employees and give them satisfactory revert.
- ❖ Resolve miscellaneous types of grievances.
- ❖ Report to HR Manager about daily records maintaining.
- ❖ Maintain various companies payroll.
- ❖ Employees Registration on ESI, PF and LWF site.
- ❖ Maintained Daily Muster Roll, Eligibility Register, EL, CL Register.
- ❖ Preparation of Full and Final after employees Resignation.
- ❖ ESI & PF Challan generation on Monthly basis.
- ❖ Registration of companies on ESI & PF Site.
- ❖ PF Withdraw, KYC, Death Claim and resolve various problem Pf related.
- ❖ ESI Accident Report Submission, funeral benefit claim and resolve various problem ESI related.
- ❖ Maintain Daily cash record.

## WORK EXPERIENCE

**Asst. HR cum Administrator at Sharma Corporate Management Services Pvt. Ltd.**  
( From Feb 2011 to Aug 2019) Delhi

### Key Result Areas:

- ❖ Prepared payroll by calculating pay, distributing cheque, and maintaining payroll records.
- ❖ Provide orientation for new employees by providing information packets, reviewing company policies, gathering withholding and other payroll information, explaining benefit programs, and obtaining signatures for documents.
- ❖ Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time.
- ❖ Supports human resources department by screening, testing, and interviewing applicants.
- ❖ Tracked employee attendance, PTO, and leaves, and assist with payroll processing and documentation.
- ❖ Computing wage, overtime, and other types of pay.
- ❖ Calculating and record payroll deductions.
- ❖ Processing advance, termination and other out-of-cycle payments.

## TECHNICAL DETAILS

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- ❖ Diploma in computer Application from DICS Punjabi Bagh
- ❖ Financial Accounting from Oxford Institute Rajaouri Garden
- ❖ Certificate Course in Indian Labour Law with Labour Codes from SKILLDECK.

## PERSONAL DETAILS

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- ❖ Date of Birth: 16 Feb 1990
- ❖ Languages Known: Hindi and English

- ❖ Reviewing output registers and reports and correct out-of-balance conditions
- ❖ Compiling payroll data for management, auditors, and others
- ❖ Resolving issues and answer payroll-related questions
- ❖ Preparation of daily/Weekly cash collections, payments and balances report.
- ❖ To keep petty cash safe at all times
- ❖ transferring the salary directly to employees bank account.

### **Asst. HR at Lalit Airways Pvt. Ltd. ( From Sep 2020 to Oct 2021) Delhi**

#### **Key Result Areas:**

- ❖ Assist with recruiting tasks such as reviewing resumes, conducting and scheduling interviews, hiring, and following up with candidates
- ❖ Schedule and coordinate onboarding assignments and training sessions
- ❖ Compiling and process employee documentation and records, and keep the employee database up to date
- ❖ Assisted the HR manager with formulating policies, procedures, and changes, as well as communicating all updates to employees
- ❖ Creating policies and procedures that enhance workplace environment
- ❖ Tracking employee attendance, PTO, and leaves, and assist with payroll processing and documentation
- ❖ Participating in compliance review and audits to ensure adherence to labour laws

### **HR Branch Manager at Gracious Express ( From Nov 2021 to till) Gurgaon**

#### **Key Result Areas:**

- ❖ Maintained management guidelines by preparing, updating, and recommending human-resources policies and procedures
- ❖ Managing the hiring process, from creating job descriptions and posting job ads to interviewing candidates and making hiring decisions.
- ❖ Addressing and resolving employee concerns, mediating conflicts, and fostering a positive work environment through effective communication and problem-solving.
- ❖ Ensuring that the organization complies with labor laws, regulations, and industry standards, and handling legal issues related to employment.
- ❖ Promoting employee satisfaction and engagement through various initiatives, such as wellness programs, team-building activities, and recognition programs.
- ❖ Aligning HR strategies with organizational goals, contributing to business planning, and supporting long-term growth and development.
- ❖ Reference check & Ex-Employee Verification, PVR of all candidates.