

PROFESSIONAL SUMMARY

Well-qualified HR Assistant Manager with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.

SKILLS

Employee Relations

Workforce Planning

Organizational Development

Payroll Administration

HR policies and procedures

WORK HISTORY

HR Assistant Manager • *S.R Forgings*

Ludhiana, India • October 2021 to Current

- Assist in the recruitment process by posting job ads, screening resumes, scheduling interviews, and preparing job offers.
- Implement and administer employee policies to help improve the work environment and employee satisfaction.
- Manage payroll processing, including the calculation of wages, benefits, and deductions to ensure accurate and timely payment.
- Develop and implement effective onboarding programs for new hires.
- Assist in conflict resolution between employees, resulting in a more harmonious work environment.
- Maintain up-to-date personnel files, ensuring compliance with legal requirements and internal policies.

EDUCATION

Bachelor of Business Administration With 66.69% • *Himalayan Garhwal University*

Pauri Garhwal • September 2021

Senior Secondary Education With 78.22% • *Sanmati Vimal Jain Senior Secondary Public School*

Jagraon • May 2018

Matriculation With 63.69% • *Adarsh Kanya Vidyala Senior Secondary School*

Jagraon • May 2016