

SIMRAN REWRI

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Enthusiastic HR Professional with academic background in Human resources and having hands on experience in HR Generalist profile for almost 1 year.

HIGHLIGHTS

- Initiator
- Strategic planner
- Team leader and good team player
- MS Word, Excel, Power Point
- People motivator
- Flexible

EXPERIENCE

VIP Industries Ltd., Bangalore, Karnataka

Human Resources: South Zone, April 9th 2018 – Present



Key Contributions:

Recruitment and Selection

- Sourcing of candidates.
- First level screening of resumes for open positions.
- Scheduling the interviews and assisting in interview process.

MIS & HR Operations

- Ensures timely completion of joining formalities, issuing of appointment letters.
- Maintaining HR files and accurate employment records.
- Maintain and update Organization chart.
- Coordinate with branches for café talk inputs.
- Supervising the administrative functions like setting up a designated workstation, laptop, company SIM card, Bank account opening and Visiting cards etc.

Attendance & Payroll

- Timely and accurate processing of attendance.
- Solving attendance and salary related queries.
- Updating sales incentive amount for eligible employees.

Employee Engagement, Welfare and Grievances:

- Conducts birthday celebration and award ceremony on month end.
- Drive and coordinate employee engagement activities like Blood donation camp, Health check-up camp, Retail Employee day and Festival celebration etc.
- Drive SS (**Somvaar Samadhan**) and Parichay camps.
- Handle employee queries and solves the same.

Exit formalities

- Ensure the resignation acceptance is collected from the reporting manager of the employee.
- Ensure the employee separation is updated in database.
- Ensure every employee who leaves the organization does a proper handover of assets.
- Take care of timely processing of F & F and experience letter after the resignation.
- Help ex-employees in documentation for PF withdrawal/Transfer.

DCM TEXTILES, Hisar (Haryana)

HR Intern, April 5TH 2017 – June 5th 2017



Key Contributions:

- Project on “**Employee Engagement**” in DCM textiles which enclose the survey of 302 workers.
- Worked under women cell.

EDUCATION

JULY, 2018

PGDM- HR, INTERNATIONAL SCHOOL OF MANAGAEMENT EXCELLENCE,
BANGALORE, KARNATAKA

MAY, 2015

B.SC- COMPUTER SCIENCE, F.G.M GOVT. COLLEGE, ADAMPUR, HARYANA

EXTRA CURRICULAR ACTIVITIES & CERTIFICATIONS

- Presented a research paper on “Role of employee engagement in the success of retention of employees in manufacturing organization- A case study on DCM textiles”.
- Certified as NLP Practitioner.
- Attended a workshop on “Art of storytelling”.
- Undersigned a course on Psychology of workplace on coursera.
- **Hobbies:** Art & Craft, Cooking, Photography and Listening motivational lectures.

PERSONAL DETAILS

- Date of birth: 17th June, 1995
- Languages Known: English and Hindi
- Marital Status: Single
- Present Address: BTM Layout, Bangalore
- Permanent Address: H NO. 72, M.C. Colony, Hissar, Haryana

Place

Signature

Date