

SAMUEL



CONTACT

📍 151/c, Kalani bagh, Dewas, Madhya Pradesh -455001
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PERSONAL DETAILS

Date of Birth : 22/02/1998
Marital Status : Married
Nationality : Indian
Religion : Christian
Gender : Male

SKILLS

Problem solving
Decision making
Leadership
Team handling in effective manner
ERP and Excel, Ms office.

LANGUAGES

English -Speak, Read, Write.
Hindi -Speak, Read, Write
Tamil - Speak.
Telugu - Speak.

INTERESTS

Human Resource and Administration

ACHIEVEMENTS & AWARDS

OBJECTIVE

Seeking a responsible position in the HR department, sharing my 3.6 years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

EXPERIENCE

Castnx Pvt Ltd

01.06.2023 - Till date

Sr HR Executive

Recruitment, payroll processing, TNI as per quarterly, preparation of attendance, Handling employees grievances, canteen management, employees transportation management, Joining formalities, Exit formalities, Providing training as per needed, Planning HR department budget, admin related work and overall working as SPOC and directly reporting to MD.

Megha Engineering & Infrastructure Ltd

01/09/2020 - 30/05/2023

HR Associate

Designing compensation and benefit packages, conducting meetings and trainings, Background check, admin related works like canteen management, employee transportation, safety and 5s training, TNI as per quarterly, employees grievances handling, preparation of attendance and payroll processing, Recruitment and on boarding process.

Big mega bazar

15/02/2019 - 28/12/2019

Jr HR Executive

Maintaining employees related files up to date, prior setup of meetings and sending reply on mails and letters, assist in attendance and payroll processing, payslips of employees.

EDUCATION

Mansarovar Global University

2022

MBA (HR)

70%

Prestige Institute of Management Dewas

2020

B.com (Computer Application)

62.89

King George higher secondary school Dewas

2017

12th

55%

King George higher secondary school Dewas

2015

10th

58%

Inter College debate compitition first
prize

Best employee award in megha
Engineering on 2023.



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