

# Juber Alam

## HR Administrator

### PERSONAL STATEMENT

To work in an organization where I can use my experience and skills in Administration of facilities for the benefit of the organization whilst improving my knowledge and experience.

### WORK EXPERIENCE

#### HR Admin

**Gautam Solar Pvt.Ltd. - Dec 2022 - Present.**

##### Responsibilities:

- Manage employee recruiting, evaluation and training programs and procedures for company with 320 employees.
- Review internal and external candidate applications and coordinate interviews with appropriate department and section heads.
- Include supporting and planning the day to day operations of payroll and benefits, administration of the hiring process, records administration, interacting with accounting for HR invoice payments, intranet maintenance, maintaining vendor relationships for critical functions.
- Maintain website as needed, including posting open jobs.
- Proper Handle Sweepers and maintain their worksheet data.

#### Office Executive (HR Department)

**Rajatdeep overseas Pvt.Ltd - Mar 2021 - Dec 2022**

##### Responsibilities:

- Recruitment and Induction : Managing complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Induction of new entrants to familiarize them with company culture, values, policies, processes and assist them in understanding their roles and responsibilities.
- Time Office and Payroll: Ensuring discipline in company by controlling late coming and absenteeism. Ensuring proper upkeep of time office related records.
- Responsible for the successful management of employee data from pre-hire to post-termination.
- Daily/Monthly report preparation and submission to HR and Plant Head, Production Plan, Production Data, Problem Solving.
- Prepare reports as needed and conduct audits as required.
- Interpret and apply policies objectively.
- Include award winning service to internal customers for payroll and benefits administration.

#### Professional Qualification :

- PG Diploma In Computer Application 2020.
- Graduation B.A with double English 2017.

#### Academic Qualification :

- Intermediate at U.P Board 2014.
- Highschool at U.P Board 2012.

### CONTACT DETAILS

Vill. and Post  
Parsehra  
Madarpur District-  
Lakhimpur Kheri U.P -  
262805 Mobile No. -  
+917310122749  
Email-  
juberalam5797@gmail.com

### SKILLS

Attention to detail.  
Organisation.  
Customer focus.  
Strong communication skills.  
Problem-solving abilities.  
Negotiation skills.  
Teamwork and collaboration abilities.  
MS Office.  
MS Excel.  
Inventory.  
Management.  
Recruitment.  
Branding,Marketing.  
Event Planning.

### LANGUAGES

Hindi,  
English,  
Urdu.

### INTERESTS

Cricket,  
Music,  
Movies.