CURRICULUM VITAE

Coming from a HR background and having an extensive experience in the field of HR, I Chetan Teotia wants to continue my career in the same field and I am looking myself as a Manager HR 4 years down the line from today. I have completed my Graduation in the year 2022 and was working from 2020 when I was in the second year. In the span of 2 years of my professional career I achieved a lot of knowledge and still hungry to gain more. I am self-motivated and a strong believer in team work. Completing work and getting it completed on time used to be my prime focus. Leadership is one my qualities that helps me in timely completion of the assignment.

PERSONAL DOSSIER:

Name:	Mr. Chetan Teotia
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Date of Birth-	21st November, 2000
Marital Status-	Unmarried

JOB OBJECTIVE

Looking to secure a executive position with a reputed company coming with more than 2 years of experience in education industry with outstanding communication, leadership and organizational skills and ensuring delivery of projects within established limitations.

PROFILE SUMMARY

- MBA (HR) Pursing with almost 2 years of experience in HR and Operations.
- Presently serving as Executive-HR in Shri Venkateshwara University.
- A dynamic HR professional with experience in Grievance Handling, Payroll Management, Recruitment Management, Statutory Compliance, Employee Retention.
- Skills and patience to handle and solve the local issues and problems of Employees.

ROLES AND COMPETENCIES

- Recruitment
- Salary Verification
- Grievance Handling
- Attendance Management
- Salary Disbursement
- Employee Engagement
- Employee Retention
- IJP (Internal Job Posting)
- Scheduling Interview
- To look after all the requirements as per office needs to ensure smooth working in the Campus.
- Salary maintenance.
- To solve any type of issues that arises in office without any complain.
- Asset Management (Allotment and Withdrawal of Assets related to Employees)

PROFESSIONAL EXPERIENCE

Sr. No.	ORGANIZATION	DESIGNATION	LOCATION	DURATION
1	SHRI VENKATESHWARA UNIVERSITY	Executive - HR	MEERUT	04.08.2020 TO PRESENT

CAREER SKETCH

Executive- HR
SHRI VENKATESHWARA UNIVERSITY, MEERUT CAMPUS (04.08.2020 TO PRESENT)

RECRUITMENT

- Asking the recruitment manager for sourcing of candidates through various job portals.
- Responsible for sourcing of candidates through resume database and employee referrals.
- Responsible for salary negotiation.
- Responsible for preparing and managing a Database of all the candidates either shortlisted or not.

PAYROLL MANAGEMENT

- Attendance management across three locations of the University for Payroll processing.
- Ensuring accuracy and timeliness in payroll processing
- Ensuring accuracy in validation, calculation and disbursement of monthly pay outs, annual bonus, arrears and other reimbursement amounts.
- Responsible for continuous follow ups with the accounts department for timely disbursement of salary.

PERFORMANCE MANAGEMENT SYSTEM

- Responsible for defining KRAs of all mid-level employees after discussing with the department heads.
- Responsible for performance review of mid-level employees on monthly basis with the coordination of department heads.

HR OPERATIONS

- Maintaining database on HRIS of all employees, updating every month end taking number of new joiners and new resigns into consideration.
- Maintaining the personal records and files of every employees (Both Hard and Soft copies)
- Issuing Offer Letters and Appointment Letters to new joiners and also ensuring that their biometrics (Both thumb impression and Face Identification) are done on the day of their joining only.
- Keeping track of transfer of employees and issuing them the Transfer Letter.
- Responsible for preparing and issuing Transfer Letters, Offer Letters, Appointment Letters, Promotion Letters, Warning Letters, Confirmation Letters, Training Certificates, Relieving certificates, Absconding Letters, etc.

EXIT FORMALITIES

- Responsible to confirm the date of resignation of employees.
- Ensuring that the employee/s have served their notice period, if not, necessary deductions are done according to management and Notice Period Rule.
- Ensuring that the employee/s have handed over all the assets allotted to him/her back to the concerned department on their last working day.
- Responsible for No Dues Clearance form filled by the employee/s in order to process their Full and Final Settlement.

ACADEMIC QUALIFICATION

Course	*Institution*	*Board/ University*	*Duration*	*Percentage*
MBA (HR)	*SVU*	*Shri Venkateshwara University*	*2022-2024*	*Pursuing*
B.Sc B.Ed	*SVU*	*Shri Venkateshwara University*	*2018-2022*	*68*
12th	*Meerut Public School*	*CBSE*	*2018*	*72*
10th	*Meerut Public School*	*CBSE*	*2016*	*7.8 CGPA*

SYSTEM KNOWLEDGE: Proficient in MS Word, Excel, Power Point
LANGUAGES: English and Hindi
PRESENT LOCATION: Meerut
PREFFERED LOCATION: Noida and Greater Noida
AVAILABILITY: Shall be available on Mobile and WhatsApp on +91 9997373135

Declaration: I hereby declare that the facts given above are true and correct to the best of my knowledge and beliefs.

Date……..

Place……..

Chetan Teotia