

# Sunni Prakash

Mobile: (+91) 904-477-7492

## HR Executive/Coordinator

Email : [sunniprakash32@gmail.com](mailto:sunniprakash32@gmail.com)

Address: Krishna Nagar Lucknow UP

### Personal Statement

Human Resource executive with expertise in organization and administration with good communication skills. **Four Years' Experience in HR** activities such as Staffing management, Organizational and Employee development, Compensation & Payroll Administration, Reporting, Safety & Accident Reporting and Job Description Review.

### Skills

Hr Policies & Procedures, Sourcing, Screening, Interviewing, Payroll, Excel, Employee Relations, Vendor Management, Human Resources.

### Work Experience

#### HR Executive

Icon Intelligence Services Pvt. Ltd. – (June-2019 Till Now)

##### Key Deliverables:

- Responsible for evaluating and selecting candidates through a structured recruitment process designed to obtain the best candidates.
- Shortlisting profiles by sourcing on job sites, vendors and employee reference.
- Responsible for the processing of documentation, background verification and medical formalities for new recruits in the company.
- Maintain, update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports.
- Managing leave and attendance of the employee.
- Provide secretarial support to the top management and maintain confidentiality.
- Managing billing, Processing, tracking and completing the invoices, issuing billing adjustments, printing, validating the Invoices, processing delinquent invoices Maintaining daily logs of all transactions in QuickBooks, contacting customers regarding payment inquiries, carrying out daily closing, and balancing of payments and receipts.
- Maintain & update payroll records (allowances / deduction / overtime payment).
- Resolves payroll discrepancies by collecting and analyzing information.
- Efficiently and effectively assist in filling positions, Collects and ensures completion of all required new hire paperwork, including Confidentiality Agreement, Employee Handbook Affirmation, etc., creates employee files and manages documentation & field work related to human resources department.
- Compile payroll data in a timely manner ensuring accuracy and efficiency and Process transfer of payroll to bank.
- Handle staff/worker resignation and termination.
- Maintaining statutory documents like Form-12, Wages Sheet, Daybook.
- Managing Employee enrollment, exit date, withdrawal process in PF & Esic.

## **HR Executive**

**Abacus INDIA Agencies Pvt. Ltd. - (2018-2019)**

### **Key Deliverables:**

- Entering employee details in the Human Resource Information System Including details of employees in group benefit programs Oversee maintenance of employee benefit files and updating of employee payroll records Also taking part in regular HR activities like employee appraisals & yearly increments.
- Conducting HR interviews and salary negotiation Background checking for new recruits.
- Maintaining statutory documents like Form-12, Wages Sheet.
- Maintaining employee timing, files & taking care of company reimbursements for travel, leave.
- Managing Employee enrollment, exit date, withdrawal process in PF & Esic.
- Employee benefit management, Attendance management, leave management and managing employee turnover.
- Issuing Offer letters to the selected candidates.
- Arrange and coordinate travel schedule.
- Maintain MIS report, HR files.

## **HR Executive**

**Mahesh Namkeen Pvt. Ltd. - (2017-2018)**

### **Key Deliverables:**

- Perform HR Administration and a full spectrum of local Payroll Processing.
- Handled general HR functions like Recruitment, selection, training.
- Development of policies and procedures in discussion with senior management.
- Payroll management, handling exit process.
- Managing Field work related human resources department.
- Managing Employee enrollment, exit date, withdrawal process in PF & Esic.
- Maintaining statutory documents like Form-12, Wages Sheet.
- Maintain HR files and employee information in various reports.
- Arrange and coordinate travel schedule.

## **Education**

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Bachelor's degree in Bachelor of Business Administration (International Business)-<2010-2013> (Lucknow University- Lucknow Uttar Pradesh).

## **Personal Details**

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I am 30 years old and I am married.

## **Declaration**

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I hereby declare that all the information furnished above is true to the best of my belief.

**Place:** Lucknow (01.05.2022)

**(Sunni Prakash)**