

KanchanMathur

HR Executive Assistant

EXPERIENCE

Hager Stone International Pvt Ltd - HR Executive

2021 Feb to 2023 Mar (Construction Office Interior)

Human Resources

- Manage the complete recruitment cycle including sourcing, screening, interviewing, and onboarding.
- Develop and implement HR policies and procedures aligned with company objectives.
- Oversee employee engagement, grievance handling, and conflict resolution.
- Assist to payroll with consultant, and statutory compliances.
- Drive the performance management and appraisal process.
- Ensure compliance with labour laws and company standards.
- Maintain employee's data records, attendance, leave tracking, and time sheets.
- Handle employee joining formalities, induction, documentation, and exit formalities.
- Prepare HR letters such as offer letters, appointment letters, confirmations, warning letters, etc.
- Streamline HR processes for improved efficiency.

Administration & Facility Management

- Supervise day-to-day office administration and ensure smooth facility operations.
- Manage housekeeping, office maintenance, and ensure cleanliness and safety standards.
- Handle vendor management including service contracts, negotiations, and timely payments.
- Oversee procurement of office supplies, equipment, and stationery inventory.
- Monitor utility and repair services, ensuring minimal downtime in office operations.

SKILLS

- Communication
- Employee Relations
- Talent Acquisition
- Technology
- Google Sheets
- Google Docs
- MS Excel
- MS Word
- Outlook

EDUCATION

CBSE

10th Pass out

2017 CBSE

12th Passout 2019

Delhi University

Graduate B.A

CCTEB INDIA Pvt Ltd — HR Recruitment Assistant

2023 Mar to 2024 Dec (Building Construction)

Human Resources

- Manage the entire recruitment cycle—job posting, screening, interviews, selection, and onboarding.
- Maintain candidates' databases and ensure accurate and up-to-date Records.
- Assist in the development of job descriptions and job postings.
- Maintenance attendance and leave records of employees
- Help accounts team and making salary slip by providing the Employee's
- Employees Grievances management
- Maintain Employees Records, employee engagement activities.
- Develop and implement HR policies and procedures aligned with company objectives.
- Handle employee joining formalities, induction, documentation, and exit formalities.
- Prepare HR letters such as offer letters, appointment letters, confirmations, warning letters, etc.
- Develop talent acquisition strategies and hiring plans.
- Handling legal Compliance documents with Assist to HR Manager
- Handling PF and ESIC
- Assist to payroll with HR Manager
- Handling Health Insurance with all staff

Skyione Inc — HR Executive Administrator

2025 Jan (Interior Services Provider)

- Manage the entire recruitment cycle—job posting, screening, interviews, selection, and onboarding.
- Maintain employee data, HRMS records, attendance, leave tracking, and time sheets.
- Handle employee joining formalities, induction, documentation, and exit formalities.
- Prepare HR letters such as offer letters, appointment letters, confirmations, warning letters, etc.
- Coordinate performance appraisals, KRA tracking, and employee evaluations.
- Support employee engagement activities, celebrations, communication drives.
- Address employee concerns, grievances, and maintain discipline as per company policies.
- Ensure compliance with HR policies, labour laws, and statutory requirements.
- Assist in payroll inputs, salary processing, and monthly HR reports.

Administration & Facility Management

- Oversee day-to-day office operations and ensure smooth functioning of administrative tasks.
- Manage office supplies, vendor coordination, housekeeping, and facility management.
- Maintain proper documentation, records, files, and administrative reports.
- Ensure adherence to safety, hygiene, and office discipline.