



Suman Sahu

Hr Executive

sahus2968@gmail.com

+91 - (900) 424-7878

Career Objective

- I am an outgoing, creative, goal-oriented, and resourceful person with a growing academic hunger. I take interest in human resources planning, conflict resolution, and societal dynamics to further my skills as an HR.

Work Experiences

Feb 2022 - Present

Hr Executive at REECOMPS TELESERVICES PVT LTD

- Document Collect & Create Digital File
- Joining Confirmation of New Employees
- Helped to Onboarding Activity
- New Joining Employees Register in Go-HRMS.
- Employees FNF.
- Id Cards Making
- In Some Free Time doing ESIC card as per requirement
- Co-ordinating with PM as per recruitment.
- Resume updating & follow ups.
- Maintaining staff data bank.
- interviews.
- Documentation
- joining formalities of new staff.
- Offer Letter Generate.
- Document filing as and when required.
- Staff employment code generation.
- Generate UAN no.
- Issue joining letter to the employees.
- Issue ID cards to the employees.
- Any other matter related to Hr. or as assigned by the seniors.
- Maintaining exit formalities of the employees Offer Letter Generate.

Jul 2020 - Oct 2021

Office Assistant at Nirmal Hospitality

- Ability to work as part of a team
- Excellent organizational skills
- Monitoring stock of materials and equipment
- Managed all courier details
- Joining formalities for New staff when required
- Knowledge of computer operating systems and MS Office software

- Assisting the Front Office team
- Performing basic admin duties including printing, sending emails, and ordering office supplies
- Processing company receipts, invoices, and bills
- Assisting and supporting management.

Feb 2018 - Jun 2020

Hr. Assistant at D.K Hospitality Pvt Ltd

- Managed and organized meeting Follow-up and reminder phone calls
- Helped to organize all communications both internal and external
- Managed all courier details
- Follow-up all attendance from all sites
- Payroll distribution on sites Payroll collection from sites
- Recruitment formalities for New staff
- Follow ups Maintaining staff data bank
- Tacking the interviews
- Documentation- joining formalities of new staff Document filing as and when required
- Staff employment code generation
- Generate UAN & ESIC no
- Issue joining letter to the employees
- Issue gate pass to the employees
- Issue ID cards to the employees
- Uniform distribution and inventory
- Preparing and coordinating daily Banking
- Ordering Rupees
- Monitoring all Cash floats
- Counting and checking all funds remitted
- Prepare daily cash vouchers
- Daily entries in petty cash book.

Jun 2015 - Apr 2016

Asst. Teacher at Shivam Vidya Mandir High School

- Teaching all areas of the primary curriculum
- Keep the classroom under control
- Tacking Attendance
- Develop lesson plans
- Establish and enforce a set of rules for the classroom
- Keep parents updated on their child's progress
- Prepare students for standardized tests

Skills

Problem Solving	Teamwork	Attention to detail
Management	Computer skills	Exit Interview
Hiring	Front Office Operations	Microsoft Outlook

Educations

College/school	University/Board	Degree/Standard	Passing Date	Percentage/Pointer
Chandrabhan Sharma College	University of Mumbai	Bachelor of Commerce	2018	3.68
Chandrabhan Sharma College	Maharashtra State Board of Secondary and Higher Secondary Education	HSC	2013	42.83
Shivam Vidya Mandir High School	Maharashtra State Board of Secondary and Higher Secondary Education	SSC	2011	51.40

Professional Certificates

- MS-CIT
- Tally-ERP9

Awards & Achievements

- Assisted with administration and operations of HR department for a fast-paced retail business. Helped interview and on-board 10 new employees.

Personal Information

Date Of Birth	19-12-1995
Nationality	India
Father's Name	Mohan Sahu
Marital Status	Married
Gender	Male
Languages Known	Hindi,English,Maithili,Marathi
Strengths	Problem solving,Communication skills,Teamwork
Address	Room No.1, Sai Niwas Society, Near S.A English School, Tunga Village, Saki Vihar Road, Powai Mumbai, Mumbai, Maharashtra, India

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date : 22/05/2023

Suman Sahu