



Suman Sahu *Hr. Executive*

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📍 Room no 1, Sai Niwas Society, Near S.A Public School, Tunga Village S.V Road, Powai Mumbai -400072.

🇮🇳 Indian

♂ Male

📞 9004247878

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📅 19/12/1995

🌐 Marrid

🌐 <https://www.linkedin.com/in/sumansahu21>

🐦 @sahu21112022

Profile

- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Professional Experience

02/2022 - present
Mumbai Suburban, India

Reecomps Teleservices Pvt Ltd.

Hr. Executive

- Document Collect & Create Digital File
- Joining Confirmation of New Employees
- Helped to Onboarding Activity in Recruitment.
- 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.
- Tacking the 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.

07/2021 - 10/2022
Mumbai Suburban, India

Nirmal Hospitality

Office Assistant

- 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.

02/2018 – 06/2021
Mumbai Suburban, India

D.K Hospitality Pvt Ltd.

Hr. Assistant

- 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 when required
- Resume updating & 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
- Any other matter related to Hr
- Or as assigned by the seniors
- Uniform distribution and inventory
- Maintaining exit formalities of the employees.

08/2017 – 01/2021
Mumbai Suburban, India

D.K Hospitality Pvt Ltd.

Petty Cashier

- 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.

06/2015 – 04/2016
Mumbai Suburban, India

Shivam Vidya Mandir High School

Asst. Teacher

- 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

Education

07/2013 – 10/2018
Mumbai Suburban, India

Chandrabhan Sharma College

Mumbai University

- CGPA : 3.68
- Final Grade : D

07/2011 – 06/2013
Mumbai Suburban, India

Chandrabhan Sharma Colleg

Maharashtra State Board

- Percentage : 42.83%

06/2001 – 03/2011
Mumbai Suburban, India

Shivam Vidya Mandir High School

Maharashtra State Board

- Percentage: 51.40%

Languages

- English
- Hindi
- Marathi
- Maithili

Interests

- Playing Chess

Skills

- Communication
- Organisational
- Decision-making
- Leadership

Declaration

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.



Suman M. Sahu

Mumbai, ____/_____/202