HR Assistant

Bangalore · 5 à 10 ans d'expérience · Réf. 2608180836

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : A étudier
Secteur : Bâtiment

Formations

2023-12-31 — Karnataka Board
Pre University Course (PUC)
2014-12-31 — Bac — Karnataka Board
Secondary School Leaving Certificate (SSLC)
Bac +3
Bachelor of Commerce

Expériences professionnelles

2025-03-01 - à ce jour — HR Assistant
Manage daily updates of the employee HRIS database, track personnel contract modifications, consolidate weekly time tracking records, resolve internal employee queries, and ensure compliance with company policies.
2022-03-01 - 2024-02-29 — HR Assistant
Audited personnel files for statutory compliance, generated weekly HR dashboards using advanced Excel, coordinated onboarding workflow and document verification.
2020-12-01 - 2022-02-28 — HR Assistant
Maintained digital archiving systems for employee records, cross referenced physical files with software records, liaised with service providers and department heads for monthly work hour collection.
2019-03-01 - 2020-08-31 — Sales Consultant
Managed daily cash and digital payments, verified customer invoicing against delivery records, handled on site client communications and complaint resolution.
2016-08-01 - 2017-04-30 — Business Associate – Operations
Processed high volume customer account data, handled telephone based client inquiries, prepared daily operational progress sheets using Excel.

Langues

Anglais (Courant), Hindi (Courant), Kannada (Langue maternelle)

Atouts

HR Administration, Payroll & Time Tracking, Operational Support, Communication & Support, Microsoft Excel (VLOOKUP, Pivot Tables, Advanced Formulas), PowerPoint, HRIS Data Entry

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.