

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 : à étudier

Secteur : Batiment

Formations

12/2023 — Karnataka Board

Pre University Course (PUC)

12/2014 — Bac — Karnataka Board

Secondary School Leaving Certificate (SSLC)

Bac +3

Bachelor of Commerce

Expériences professionnelles

03/2025 - 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.

03/2022 - 02/2024 — HR Assistant

Audited personnel files for statutory compliance, generated weekly HR dashboards using advanced Excel, coordinated onboarding workflow and document verification.

12/2020 - 02/2022 — 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.

03/2019 - 08/2020 — Sales Consultant

Managed daily cash and digital payments, verified customer invoicing against delivery records, handled on site client communications and complaint resolution.

08/2016 - 04/2017 — Business Associate – Operations

Processed high volume customer account data, handled telephone based client inquiries, prepared daily operational progress sheets using Excel.

Langues

English (courant), Hindi (courant), Kannada (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.