**KOMAL KATYAL**

**B-41, Sector -26**

**NOIDA – 201301**

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**DOB: 29-05-1979**

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**Post :**

**OBJECTIVE** : Looking for a challenging and motivating position in a professionally managed organization where I can enhance my skills and strengths in conjunction with the company's goals and objectives.

**EXPERIENCE :-**

1. Worked as a Asst. Manager (HR & Admin) with Comp Mart Services (P) Ltd, Sec - 1, Noida from Feb'2022 till Jan’2025.

**Responsibilities:-**

Recruitment, short listing of CV, Selection, Training, Salary negotiation. Preparation of salary, Attendance, MIS Report, preparation of expenditure on monthly basis. Coordination with different departments. Payroll, Attendance, Leave Encashment, Transportation, Housekeeping, Stationary Inventory, Hotel & Transport Arrangement.

2) Worked as Sr. HR Executive with Florencia Healthcare, Sec - 62, Noida from Feb'2021 to Sep'2021.

**Responsibilities:-**

Recruitment, short listing of CV, Selection, Training, Salary negotiation, Preparation of salary, Attendance, MIS Report, preparation of expenditure on monthly basis. Coordination with different departments, Documentation, Maintaining Inward register, Outward Register, Assist to Senior officials etc.

3) Worked as HR COORDINATOR with Eternal HR Services (P) Ltd, Sec -57, Noida from Oct'2020 to Feb'2021.

**Responsibilities:-**

Recruitment, Manpower staffing, Payroll, Attendance, HR Generalist Profile.

4) Worked as HR Executive with Indo Gulf Hospital (P) Ltd, Sector -19, Noida from Feb’2019 to April ‘2019.

**Responsibilities:-**

Recruitment, short listing of CV, Selection, Training, Salary negotiation, Preparation of salary, Attendance, MIS Report, preparation of expenditure on monthly basis. Coordination with different departments, Documentation, Maintaining Inward register, Outward Register, Assist to Senior officials etc.

5) Worked as Asstt. Officer (HRM) with HSCC (India) Ltd from Nov‘ 2013 till Nov’2018.

**Responsibilities:-**

Preparation of Salary, Attendance, Lease, Leave Travel Concessions (LTC), Leave Encashment, MIS Report, Scholarship Report, preparation of expenditure on monthly basis. Coordination with different departments, Vigilance matters like preparation of Monthly Report, QPR, Private Foreign Visit Status, Coordinate with different departments in vigilance matters, Submission of Annual report to CVO, Maintaining Inward register, Outward Register, Assist to Senior officials etc.

6) Worked as a Training Co –coordinator (HR) with Sofcon India Pvt. Ltd., Noida from April 2013 to Oct’ 2013.

**Responsibilities:-**

Maintaining Training schedules, Coordination with different departments, Handling

day to day activities like Monthly Report, Correspondence files, other documents

using Ms- Office, Administration, Maintaining Inward Register Outward Registers

etc.

7) Worked as Asstt. Officer (HR) with HSCC (A Govt. of India Enterprises) MOH &FW from Oct ‘ 2007 to Jan’2011.

**Responsibilities:-**

Preparation of Salary, Attendance, Lease, Leave Travel Concessions (LTC), Leave Encashment, MIS Report, Scholarship Report, preparing expenditure on monthly basis. Coordinated with different departments, Vigilance matters like preparing Monthly Report, QPR, and Private Foreign Visit Status, Coordinate with different departments in vigilance matters, Submission of Annual report to CVO, Maintaining Inward register, Outward Register, Assist to Senior officials etc.

8) Worked as Personnel & Administration Officer with S.S.White Technologies (P) Ltd., Greater Noida from Sep‘2003 to Nov’2006.

**Responsibilities:-**

Manpower Planning, Recruitment, Promotions, Administration, Transportation, Housekeeping, Purchase, ATTENDANCE, Industrial Relations, Security, Training Schedules, Coordinate with top level to bottom level etc.

**PROFESSIONAL QUALIFICATION :-**

1. Two year Masters Diploma In Personnel Management & Industrial Relations (equivalent to MBA) from Symbiosis Institute of Management Studies , Pune in 2003.
2. MCA from IGNOU in May’2007

**ACADEMIC QUALIFICATION :-**

1. Bachelor Of Commerce (Business Org., Financial Accounting, Economics,

Business Law , Costing & Statistics, Auditing, Income Tax, Sale Tax) from

University of Delhi in 1999.

1. AISSCE from C.B.S.E. Board (St. Sophia Sr. Sec. School), New Delhi in 1996.
2. Matriculation from C.B.S.E. Board (St. Sophia Sr. Sec. School), New Delhi in 1994.

**SKILLS** :-

**Operating Systems :** -Windows 2000, MS DOS, Application

**Software's** :-

MS Office 2016(MS Word , Power Point, MS- Excel), E-Mail, Internet surfing.

**STRENGTHS :**

1) Never Say Die Spirit.

2) Core Values Of Honesty And Hard Work

3) Logical Thinking And Decision Making.

4) Dedication And Sincerity Towards the Work

5) Integrity.

**PERSONAL STATEMENT :-**

My education and professional qualification gives me great confidence through which I am able to cope up with all problems. If given an opportunity I will prove to be an asset to the organization with my dedication, hard work.

**(KOMAL KATYAL)**