

Jatinder Kaur

jatinder.kaur1627@gmail.com ❖ (+91) 88269-03360❖ Jalandhar City, PB.

WORK EXPERIENCE:

Backend Experience of 1year including responsibilities such as Recruitment, HR Induction, Filing, Documentation, E-mailing, Billing & Company Branding.

Career Gap:

I took 1.5 Year career break to provide support to family during a critical period. During this time, I developed skills in problem-solving, and emotional intelligence while managing complex personal responsibilities.

VUI InfoTech . Ltd. Sector-2, Noida

August 2022 – April 2023

Assistant Manager HR

Noida, UP (Remote)

- VUI InfoTech provides IT Professional Consultants to world's top leading clients & end clients in the Information Technology Sector with cost-effective, cross-cultural consulting. It established in 2017, operating & providing its services in the USA, Singapore & India.
- As an Assistant Manager HR, I oversee the full life cycle of recruitment, employee relations, performance management, administrative duties, event planning, strategic planning, succession planning, talent management and employer branding.
 - During the tenure of 8 months, I have successfully provided the company with over 60+ potential Employees from junior level to senior level whilst handled Generalist responsibilities as well.
 - Being a sole HR in the company , I was responsible to conduct specific meetings, events, festivals and high employees engagement activities and ensure satisfaction of every individual.
- Responsible for Candidate Onboarding, facilitating new employees with processes, mediating conflicts, and managing meetings within the organization.
- Maintenance of Documentation, Attendance, Log Records, Payroll, Invoices, Stationary stock, Cab services & Vendors management.

USG InfoTech PVT. LTD. Sec-63, Noida

January 2022 – July 2022

Sr. Executive

HRNoida,

UP

- Responsible for internal hiring and full recruitment life cycle for US IT staffing process in Noida and Hyderabad office.
- Source candidates from various job boards and professional platforms, negotiate salaries and handle documentation.
- Coordinate with applicants and account managers, conduct background checks, maintain employee database, and supervise junior HRs.

Variation Compusolution LLP

March 2018 – October 2021

Sr. Executive

HR Gurugram,

Haryana

- Managed the entire recruitment process, including candidate sourcing, screening, scheduling interviews, onboarding, record keeping, and employee engagement

programs.

- Releasing offers, providing Employee manual, HR induction, collecting documents and keeping record of employees' data and maintaining filing work.
- Maintaining attendance records, Maintaining trackers, handling Vendor's invoices, Keeping records of every stock.
- Providing Appointment Letter, ID card, and Health Insurance as per the procedure.
- Promoting HR programs such as employee engagement, organizing events, organizing outdoor parties for employees, and Birthday Celebrations.
- Handling exit interviews and exit formalities and keeping a record of them and providing

RTL Technologies Pvt. Ltd

January 2017 – February 2018

Executive HR

(Recruitment) Noida,

UP

- Responsible for the end-to-end recruitment process, onboarding, admin duties, rewards, organizing events, and resolving employee issues.

EDUCATION

Guru Nanak Dev University

2007 - 2009

Bachelor of Arts

(General) Amritsar,

Punjab.

Kendriya Vidyalaya Suranussi

2001 & 2003

Class X & XII

(CBSE) Jalandhar

City, Punjab

Co-curriculum Activities

- Captain of Athletics Team
- District level Badminton player
- Multiple awards for athletics (200m dash, 400m, 800m, Relay race, High and long jump, Discus Throw) and cultural dance competitions
- **HR Skills:** Recruitment & Staffing, Team management, Employee engagement,
- Succession Planning, Diligence, Multitasking, Leadership skills, Compliance, Organizational skills, Optimism and ambition.

OTHER EXPERIENCE

- Teaching Experience at Icandoit Institute of spoken English course (Oct 2015 – Dec 2016)
- Hospitality Experience: I worked as a self-employed and effectively managed our own business, handled the managerial responsibilities with wisdom and efficiency. (2009-2015)

General Information

Personal Interests: Listening to all types of music, including devotional music, comedy, infotainment, and movies, as well as travel and adventure.

Name: Jatinder Kaur

DOB: 27.10.1983

Marital Status: Divorced

Children: 2 (21&18 years old)

Address: Jalandhar City, Punjab.

Gender: Female

Contact. Number: (+91) 88269-03360

Jatinder Kaur

Jalandhar, Punjab

August , 2025