

SUDHIR KUJUR

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Career Objective

Seeking professional growth with challenging and rewarding career wherein I am able to utilize my skills While being resourceful, innovative and flexible.

Educational Qualifications

Examination	Institution	Year	University / Board
MBA (Marketing & HR)	Mumbai School of Business, New Delhi	2012	Bharathidasan University, Tiruchirappalli
B.COM	Public College of Commerce, Nagaland	2010	Nagaland Board
XII	Christian Hr. Sec. School, Nagaland	2007	Nagaland Board
X	Holy Cross Hr. Sec. School, Nagaland	2005	Nagaland Board

Synopsis

- A qualified MBA Graduate with an experience of more than 9+years of Total experience in the field of (Human Resource, Benefit Operation Administration, Third party Collection, Customer Service).
- Currently working with Godawari Harsh Construction Pvt. Ltd with functional Designation HR MANAGER & Administration with an experience of more than 2.6 years in the field of HRM.
- Working Experience with WIPRO Limited (**Gurgoan**) with 5 years with functional designation of Benefits Operation Administration
- 2.4 year Customer Service experience with GENPACT SERVICE at NEW DELHI.
- An effective manager with the skills necessary to direct, train and motivate staff to its fullest potential.

Job specialization & profile

- Rich corporate experience of over 9+ years..
- Sound theoretical & practical knowledge in the field of Customer Centricity Service.
- An organized detail oriented and conscientious self starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
- Remarkable ability to establish and maintain effective working relationships with employees, clients and public.
- A committed, dependable & resourceful individual who takes responsibilities for any given task.
- Team facilitator, self driven and independent functioning.

Professional Experience

CURRENTLY WORKING AT GODAWARI HARSH CONSTRUCTION Pvt. Ltd. (Government Constructor) – Ranchi, Jharkhand

DESIGNATION: HR Manager & Administration (Since 04th of September 2019 to till date)

- Coordination with Placement agencies and candidates for interviews
- Arranging the interviews with concerned HODs for the screened candidates
- Develop targeted recruitment programs to recruit more affirmative action requirements & Manpower Management
- Sourcing & screening resumes, conducting recruitment, scheduling & interviewing candidates, discussing offer & issuing offer letter, fixing grades, making of salary fitment and handling joining formalities.
- Compensation & Benefits Management
- Payroll & Leave Management
- Reimbursement & Training Accommodation Management
- Agreements & Policy making for the companies under Godawari Harsh Const. Pvt. Ltd.
- KPI & KRA Allocation to Different Departments
- Conducting Induction trainings for all new Joiner
- Bank closing preparation for financed cases
- Tender Analysis (Preparations of tender documents)
- Scheduling meetings with Client and Bank for tender issues

WORKED AT WIPRO LTD.(Human Resource Share Service) – Delhi

DESIGNATION: BENEFITS OPERATION ADMINISTRATION (Since 07th Aug 2014 To 05th Aug 2019)

- Ensure timely payment of monthly premiums for employees paycheck or Retirement cheque
- Manage Annual Enrolments and determine employee eligibility
- Evaluate and resolve health benefits issues with all our service providers
- Handled Client Prudential's employees HR Health and Welfare issues and concerns
- Responsible to manage client's service requests to keep it Healthy.
- Successfully handled SR's tied to Death, Retiree along with PCS management.
- Actively worked on Medicare, 401k ongoing and adhoc requests.
- Work directly with Client and Vendors for any concern/query tied to related projects.
- Part of escalation team to resolve client's escalated emails on priority basis.
- Recipient of appreciation emails from my managers, for closing out the maximum number of workflows (tickets) on FCR basis.
- Part of training program for any new hire batch in the company and schedule training sessions within team whenever there is an opportunity to learn and improve.
- Preparation of MIS report to publish and update dashboard

WORKED AT GENPACT SERVICE (Third party Collection Agency) – Delhi

DESIGNATION: PROCESS DEVELOPER (Since 31st Aug 2011 to 15th Mar 2014)

- Offer Customer service to the Clients of USA
- Third party collection agency, outbound calls to collect credit card dues
- Offering multiple payment plan (MEP) options to settle their dues
- Following the U.S policies and compliance on calls
- Maintaining of report in the excel format
- Provided assistant and trainings to the new boarded employee
- Handling escalations calls & feedbacks

Technical Skills & Certifications

- Diploma course in Computer Basics in Microsoft Excel, Microsoft Power Point, Microsoft Word, Electronic Mail

Extra-Curricular Activities / Sports

Participated in various cultural events at school and college level.

Champion of our college in MIME THEATRE.

Runner- up of cricket tournament held in college.

Hobbies

Interacting with people

Listening to music

Surfing the net

Personal Profile

- Date of Birth - 15th June 1988
- Father's Name - Mr. Sushil Kujur
- Marital Status - Married
- Eye Sight - 6/6
- Nationality - Indian
- Proficient in - English and Hindi

Reference

Place: Deira Dubai
Date:

(Sudhir Kujur)