



A. SYED SAMEER

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Career Objective

Experienced HR professional with 3+ years in Human Resource Management, seeking a dynamic role where I can contribute to organizational growth by leveraging my strong skills in MS Office (especially Excel), HR operations, , and HRM software for efficient data and ATS software for recruit management.

Professional Summary

- 3+ years of experience in Recruitment, Performance Management, and HR Administration.
- Proficient in Microsoft Office Suite, especially Excel (data analysis, pivot tables, VLOOKUP).

Experienced in HR operations including attendance, leave, and payroll management.

- Skilled in crafting HR policies, training programs, and enhancing employee engagement.
- Expertise in recruitment using LinkedIn, Naukri, Apna, Indeed, and offline channels.

Technical Skills

- MS Excel: Advanced skills in formulas, pivot tables, dashboards, advanced AI online tools.
- Job Portals: LinkedIn, Naukri, Apna, Indeed
- HRMS Tools, Word, PowerPoint, Email communication

Work Experience

Royal Consolidated Construction Pvt. Ltd.: HR Generalist | July 2023 – Jan 2025

- Managed recruitment for 50+ positions
- Maintained payroll using HRMS, and MS Office Excel
- Handled HR operations including onboarding, attendance, and employee files

Swap Inc.: HR Executive | May 2021 – June 2023

- Conducted bulk hiring and campus recruitment
- Managed attendance and prepared salary registers
- Maintained recruitment databases and MIS reports using Excel

Education

- MBA - HR, Loyola College, Pondicherry University, 2024
- B.Com, The New College, University of Madras, 2021
- HSC & SSLC, St. Mary's Matric Higher Secondary School, 2016-2018

Strengths

- Positive attitude
- Quick learner
- Good communication skills
- Problem-solving ability

Areas of Interest

- HR Operations
- Payroll & Compensation
- Excel Reporting & HR Analytics
- Recruitment & Employee Relations

I hereby informing that the above mentioned all information is correct and true as the best of my knowledge and experience.