



Vaibhav Juyal

Human Resource | Admin | Operations



Personal History

"A result driven professional with 6+ years of experience in Business Operations, Administration & Human Resources."

- Talent Acquisition
- Payroll Management
- Recruitment
- Business / HR Operations
- Vendor Management
- MIS Reporting
- Employee Engagement
- Labour Compliance



Technical Skills

- Knowledge of Compliance Statutory - EPFO, ESIC, Gratuity
- Knowledge of Audits - ISO, Social audit, ISMS
- Software Knowledge - Keka, Hr. One Oracle, Ques central
- Graphic designing - Adobe Illustrator & Photoshop (Limited Working Proficiency)



Career History

SR. EXECUTIVE - HUMAN RESOURCE

MPS Ltd | Feb 21 - Present

MPS is a leading global provider of platforms and content solutions for the digital world, was established as an Indian subsidiary of Macmillan (Holdings) Limited in 1970.

- Handling all day to day HR functions for 1200+ employees. Managing their employee cycle & resolve employee query queries and questions on Payroll and Hr policies.
- Responsible for all aspects of the sourcing and hiring of IT professionals to fill technical positions. identifying and filling job openings, interview candidates and keep records of applications.
- Handling complete recruitment cycle i.e. from Manpower Planning till hiring a suitable candidate which involves selection process, conducting aptitude test, final interviews and salary fitment.
- Conduct orientation to new employees, and prepare & collect employment on boarding related documents
- Supporting in HR functions Talent Management, Compensation & benefits, Performance Management, Statutory Compliance and Employee Relations.

SR ASSOCIATE - BUSINESS OPERATIONS (HR/ADMIN)

People Matters Media Pvt. Ltd. | Jan 20 - July 20

People Matters is an HR media platform founded in 2009. People Matters aims to foster ideas between HR-related professionals

- Manage end to end of the employee life cycle, on boarding, rehire, leave movement, transfer, promotion, exit, etc.
- Writing job descriptions and posting to relevant media platforms
- Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- Coordinating the travel plans and logistic arrangements such as flights, visas, foreign exchange, ground transportation, stay arrangements, etc. for domestic and international travel for all employees
- Sourcing from Job Portals & making job postings on the Job Portal.
- Organizing the company's Parties, Board meetings, Outings & Conferences (Tech Hr, Talent Acquisition Annual Conference, Total Rewards and Wellness Conclave).
- Vendor scrutiny, registration, inviting quotations, negotiations for cost benefit
- Validation of Resumes for experience and verification of work status
- Group Insurance policies –data updating with Insurance Companies for additions/deletions.



Interest

- Stock Market
- Music
- Graphic Designing
- Adobe Photoshop, Illustrator (Limited Working Proficiency)



Contact Information

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Certificates

- How to master hiring
Udemy.com
- Adobe illustrator (Introduction)
Udemy.com



HUMAN RESOURCE OFFICER

SYS Facility Providers | July 2018 - Dec 2019

SYS Facility Providers Pvt. Ltd. is a Dehradun based Facility service provider, serving a huge clientele of renowned institutions in Uttarakhand.

- Recruitment & Selection.
- Employee Engagement & Grievance Handling.
- Attendance and leave management.
- MIS & Headcount report.
- Arranging telephone, video or in-person interviews.
- Payroll processing and ESIC & PF challan generation..
- Induction and onboarding.



ASSISTANT MANAGER - HR & OPERATIONS

Quess Corp Ltd. (Avon fms) | July 2015 - June 2018

With our reach over 900+ sites and 250 million sq. ft. facilities managed, Avon fms is India's premier integrated facility management and food solutions provider.

- Head operations and client Management
- Provide HR & operational support to the Facilities Management team & effectively manage daily operations (Recruitment, Training and Deployment).
- Performing background & reference checks.
- Strong emphasis on adherence to service Level Agreement to increase the satisfaction level internal clients and achieve target score.
- Preparation and compilation of Monthly Management report.
- Making monthly Invoice, salary statement & Handing Housekeeping store.
- Ensure that the maintenance service are delivered in line with the contractual commitments and within budgets.
- Meet Clients (Sr Management) for periodic review and ensure compliance to the clients quality and operational specifications.
- Payroll Processing, ESIC & Pf challan filing.



Academic Background

MBA

HR/Operations 2021 - Present

BACHELOR OF HOTEL MANAGEMENT & ADMINISTRATION

IHM Dehradun 2012-15

+2

Saigrace Academy International 2021