

Sukhdeep Singh

HR Executive

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PROFILE SUMMARY

Seasoned HR professional with expertise in managing end-to-end HR procedures, enhancing employee relations, and leading recruitment initiatives. Proven ability to streamline HR operations, foster a positive workplace culture, and support organizational development. Dedicated to compliance, employee engagement and continuous growth.

WORK EXPERIENCE

HR Executive, Kartar Valves Pvt. Ltd., Jalandhar

07/2023 – Present

- Manage HR and administrative operations to ensure smooth workforce management.
- Post job openings across multiple portals and coordinate the recruitment process.
- Organize employee training programs and conduct Training Needs Analysis (TNA).
- Design and implement goal sheets, orientation, and induction programs.
- Monitor sales team performance based on defined KRA/KPIs.
- Address and resolve employee grievances to maintain a positive workplace culture.
- Develop, implement, and enforce fair HR policies ensuring compliance with company standards.

Associate Recruiter (US Staffing), E-Solutions Pvt. Ltd., Chandigarh

07/2021 – 02/2023

- Worked directly with clients on W2 hiring requirements.
- Sourced and screened candidate profiles through various job portals.
- Utilized ATS platforms (JobDiva and CEIPAL) to manage recruitment workflows.
- Recruited for ADM, a Fortune 500 food processing company, across multiple roles.
- Successfully hired for positions including Project Manager, System Analyst, Scale Clerk, General Laborer, and Forklift Operator.
- Managed the complete recruitment lifecycle

EDUCATION

Bachelor of Computer Applications (BCA),

2019

Apeejay College of Fine Arts, Jalandhar (GNDU)

52%

12th (Non-Medical), GS Public Senior Secondary School, Kapurthala (PSEB)

2015

70%

Matriculation, JK Public High School, Kapurthala (PSEB)

2013

81%

Certificates

**Diploma in Computer Basics
(MS Office)**

Scored 70% in a 3 months course
at Innovate Computer Institute
(ISO certified)

SKILLS

- | | |
|--|---|
| • HR Management | • Talent Acquisition |
| • Full recruiting cycle-Onboarding & Offboarding | • Labor Law Compliance |
| • Performance Evaluation | • Training and Development |
| • HR Policies Development & Implementation | • Grievance Management |
| • HR Software Proficiency | • Proficient in MS Office and ATS (JobDiva, Ceipal) |
| • Communication and Leadership | • Quality Analysis and Reporting |

HOBBIES

- | | | |
|-----------------|---------------|------------------------|
| • Sports | • Music | • Exploring Technology |
| • Reading Books | • Photography | • Video editing |

KEY ATTRIBUTES

- Punctual
- Hard-working
- Detail-oriented
- Decision-Making

PERSONAL INFORMATION

Date of birth

09 Nov 1997

Father's Name

S. Gurjant Singh

Status

Unmarried

Nationality

Indian

Languages known

English, Hindi, Punjabi