

PAYAL SACHDEVA

HR MANGER

CONTACT

- +91 79730-08413
- payalmarah1992@gmail.com
- #37, Street No. 4, Sant Vihar, Haibowal Kalan, Ludhiana

SKILLS

- Administrative Support HR Assistance
- Client Coordination (Calls & In-Person) Record & Payment Management English Typing
- Basic Computer Knowledge Punctuality
- Leadership
- Active Listening

LANGUAGES

- English (Fluent)
- Hindi
- Punjabi



PROFILE

Detail-oriented and dedicated professional with experience in administration, HR support, client handling, and operational coordination. Strong ability to manage records, communicate effectively, and contribute to smooth workflow across departments, Managing Attendance, leave records, Payroll Process,



WORK EXPERIENCE

Soft Touch Education JAN 2026 - PRESENT
HR

- Managing administrative operations and HR tasks.
- Coordinating day-to-day office work to ensure workflow efficiency.
- Handling recruitment support activities such as interview scheduling and maintaining candidate records.
- Coordinating Payroll Processing.

Custom Studio MARCH 2025 - NOV2025
HR / Admin

- Coordinating with team members and maintaining workflow efficiency.
- Ensure Proper Handover And Documentation
- Monitoring Attendance, Late Coming And Leave Records

Stock Astra JULY 2024 - FEB 2025
Admin / HR

- Helped streamline office processes to improve operational efficiency.
- Worked on HR coordination and administrative responsibilities.
- Handling documentation and internal communication.

The Foreign Experts Immigration MARCH 2022 - JULY 2024
Telecaller → Admin / HR

- Handled client calls and provided accurate information about services.
- Supported admin tasks including data entry, file management, and record maintenance.



EDUCATION

BBA (Bachelor of Business Administration) 2012
12th, Hindu Girls Secondary School, Kalka) 2010
10th, Hindu Girls Secondary School, Kalka) 2008