

RIYA KAPOOR

☎: 9953776253 | ✉: info@getsetresumes.com | [in LinkedIn: linkedin.com/company/getsetresumes](https://www.linkedin.com/company/getsetresumes)

HUMAN RESOURCE ASSISTANT - leveraging 10+ years of experience

Performance-driven administrative professional with experience in facilitating support services and office management. Strong organizational, customer service and communication skills with the ability to independently plan and direct business affairs. Trusted advisor, liaison, and assistant. Proven track record of effectively managing large-scale projects and overseeing the entire implementation cycle. Known for developing and implementing innovative policies and procedures that enhance efficiency and efficacy across operations. Out-of-the-box thinker recognized for training and developing staff, optimizing their skills to consistently surpass all individual and team performance goals.

PROFILE SUMMARY

- Skilled to perform administrative duties, such as maintaining employee database and sorting emails for the HR department
- Proficient in maintaining proper records of employee attendance and leaves
- Responsible to assist HR Manager in policy formulation, hiring, and salary administration
- Adept to coordinate orientation and training sessions for new employees
- Ensure smooth communication with employees and timely resolution to their queries

CORE COMPETENCIES

- Client Relationships
- Talent Acquisition & Training
- Change Management
- HRIS & HRMS
- Payroll Processing
- Marketing/ Communication

PROFESSIONAL EXPERIENCE

Greenlam Industries Ltd., Noida

Jan. 2018 – Mar. 2022

Human Resource Assistant

- Assesses problems, and resolves travel issues daily pertaining to the transportation of armed forces recruits and enlistees.
- Manages a variety of administrative performance aspects of directorate operating programs. Independently developed and adapted techniques and procedures to accomplish work.
- Provides guidance to managers and employees concerning transportation regulations and procedures.
- Maintained a large quantity of employees' training information in the training department computer system.
- Reliable and dependable employee that followed policy and procedure and educate new hires and current staff on policy and procedure as these policies would change at times.
- Maintained the VP of hr's calendar, planned and scheduled meetings as well as organized departmental meetings.
- Provided administrative and business support to the VP of human resources and supported other members of the hr team.

Sahni Natarajan & Bahl, Greater Noida

Oct. 2016 – Dec 2017

Human Resource Assistant

- Prepared or maintained employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Interpreted and explained human resources policies, procedures, laws, standards, or regulations.
- Processed, verified and maintained personnel-related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explained company personnel policies, benefits, and procedures to employees or job applicants.
- Recorded data for each employee, including such information as addresses, weekly earnings, absences, and dates of and reasons for terminations.
- Examined employee files to answer inquiries and provide information for personnel actions. Answered questions regarding examination, eligibility, salaries, benefits, and other pertinent information.

ACADEMIC CREDENTIALS

Education – MBA (Human Resources), Amity University 2013

BBA (Marketing) LPU Ahmedabad 2011

PERSONAL DOSSIER

- **Languages Known:** English, & Hindi

~References and other documents available upon request ~