

Profile Summary

- Dedicated and results-oriented HR professional with an overall **2+ year of experience** in **HR**, and B.sc from CSJM University Kanpur in 2017.
- Domain experience in **Onboarding, Recruitment, Employee relations, and HR policy implementation**
- Currently working as **Executive**: Contributing to **End to end recruitment process and onboarding** at Mangolia
- Industry experience in Retail
- Proficient in MMC soft system, MS office, Basic Excel

Work Experience

(2 Years)

Mangolia	Executive	2023 – Present
Roles& Responsibilities	<ul style="list-style-type: none">• Manage end-to-end recruitment process including job posting, screening, interviewing, and onboarding.• Maintain HR records, employee master data, and personal files in line with company standards.• Coordinate employee engagement Initiatives and grievance redressal mechanism.• Handle end-to-end payroll processing using MMC Soft.• Ensure adherence to labor laws and internal policies through regular audits and documentation.	
Achievements	<ul style="list-style-type: none">• Streamlined payroll processing using MMC Soft, reducing processing time by 20% and ensuring 100% compliance with statutory regulations.• Initiated and organized monthly employee engagement activities, resulting in a 15% increase in employee satisfaction scores (based on internal surveys).	

SCHLOSTIC Record

Year	Degree	Institute	CGPA%	Remarks
2017	Bachelor's in science	CSJM university Kanpur	55%	
2013	12 th (UP State Board)	HIC Prayagraj	64%	Distinction: Sports & PE
2011	10 th (UP State Board)	KN Prayagraj	64%	

Awards & Achievements

Certifications	<ul style="list-style-type: none">• Certificate Program – Diploma in computer application
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