



# PRIYA MAHATO

## HUMAN RESOURCES

### Contact Me



8426021709 ,  
7992292561



mehta4961@gmail.com

New Doctors Colony  
Jagjivan Nagar Dhanbad  
(Pin Code - 826003)  
Dhanbad  
(Jharkhand), India



### Social Profile



[linkedin.com/in/priya-  
mahato-459168191](https://www.linkedin.com/in/priya-mahato-459168191)



[facebook.com/profile.ph  
p?id=100007233732292](https://facebook.com/profile.php?id=100007233732292)

### Other Info

### Skills

- Well versed in computers (MS Excel, MS Word and MS PowerPoint).
- Good grasping of any new software package depending up



### Carrer Objective

To ensure the smooth functioning of Human Resource Department by assisting the team HR in developing people capabilities in the organization by selecting, retaining & compensating the best talent in the company. To build learning organization culture & endeavor to meet employee's expectations within the guidelines of the company policies.



### Experience

16/9/2019 -  
28/9/2020

#### Courtyard by Marriott Gurugram, Downtown (Marriott International) | Human Resources Associate

Worked on online hiring portal of Marriott International i.e Global recruitment system (GRS)

- Handled recruitment, starting from sourcing of profiles to joining of candidates.
- Maintaining records & documents related to recruitment, existing employees .
- Handling Employee Grievance, Staff Welfare/Engagement Activities, Spirit to serve activities,
- Departmental Meetings and Monthly Associate Meet.
- Supervision of staff cafeteria & locker facilities.
- Take care of induction program for new joiners.



### Education

on the requirement of the system.

## Awards

- Awarded with Best Grooming Certificate During Graduation .
- Participated in various activities of youth festival, during graduation.
- Participated in different Inter-School drawing competitions.

## Languages

English, Hindi

## Interest

Music, Travelling , Gardening , Drawing

2016 - 2019

### International institute of Hotel Management | BSc Hospitality Management

Graduate focused in Hotel, Motel, and Restaurant Management from International Institue of Hotel Management.

- 2013

Doon Public School (Dhanbad) | 10th

- 2015

Doon Public School (Dhanbad) | 12th



## Internships

14/4/2019 -  
16/9/2019

### Courtyard by Marriott Gurugram Downtown (Marriott International) | Human Resources Intern

My key responsibility areas were basically related with maintaining records and documents with respect to recruitment, existing employees, handling employee grievance, departmental meetings, induction program of new joiners, exit interviews.

1/6/2017 -  
30/10/2017

### The Westin Gurgaon | Human Resources Trainee

Westin Gurgaon is a 331 room property and having approximately 400 staff and is one among the top hotels of Gurugram .

- During Training, I got to know the insight of the various welfare / employee engagement activities of the unit.
- I got deep knowledge of recruitment activities, starting from sourcing and short listing of profiles to the joining formalities.