

# Vandana Hirve

## Jr. HR Executive

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I am confident, self-motivated, reliable, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using my own initiative. I can work well under pressure and adhere to strict deadlines. Area of expertise:

Overall experience is 1 years. Well acquainted with Human Resource Roles, WordPress Website Development, and Digital Marketing (Social media post designing). Worked on Attendance, Leave Management, Onboarding and Induction, Recruitment, and Admin Operations and Digital Marketing activities. Creating a content-related organization, social media marketing, and e-commerce website. Designing HR policies.

### Experience

#### Duration

9 Months (Apr 2023-Till now)

#### Organization

Ailogix Software Solution India Pvt Ltd, Indore

#### Designation

Jr. HR Executive

### Software Skills

Operating Systems: Windows 10

Tools: Canva, MS Office (Word, Excel, PowerPoint), WordPress Development

### Academics

Examination	Year	School/ College	Board
BTech	2022	RGPV, Bhopal	
12th std	2018	Gov. Girls High Secondary School, Mandleshwar	MP Board
10th std	2016	Govt. High School, Choli	MP Board

## Experience

### Ailogix Software Solutions India Pvt Ltd

3rd Jul 2023 - 8th Dec 2023

Junior HR Executive

- ✦ I am assisting managers and employees on HR-related topics and foster a trusting work relationship
- I oversee on-boarding and off-boarding
- I am driving internal feedback processes
- I am into recruiting processes from A-Z and find new ways to build high-performing teams
- I am responsible for payroll, as well as interacting with Receiver's external accountants on all matters HR
- ✦ Developing fair HR policies and ensure employees understand and comply with them.
- ✦ Implementing effective sourcing, screening, and interviewing techniques.
- Managing employees' grievances.
- Overseeing daily operations of the HR department.
- ✦ I am responsible and handling the work culture and maintaining it by engaging the employees and performing strategic function for creative work culture.
- ✦ Working on Grievance Policy, Attendance & Leave Policy.
- ✦ Records Keeping & Inventory Management

### Ailogix Software Solutions India Pvt Ltd

12th Apr 2023 – 2nd Jul 2023

Intern

- I have performed all the work-related human resources.
- Worked on attendance, leave management & payroll process
- Worked on different policies like: Recruitment Process,
- Grievance Policy,
- Inventory Management,
- Documents organization
- Analytical & problem-solving skills,
- Bookkeeping,
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, PowerPoint) Proficient with Google applications (Gmail, Calendar, Drive, Docs, Sheets, Slides) Multiple Inbox Handling,
- Data Collection from LinkedIn/Indeed,
- Maintaining and Sending Daily Reports.

### WordPress:

- Project Name: E-commerce Website (WonderfulWorldTours.com, Passingbags.com)
- Module Name: Passingbags.com: Pre-Designing PPT, Content Management, Website Designing, Social Media Marketing, Promotional Post Designing through Canva, Picture selection, Document Management, Handling Facebook & Instagram Pages.
- Tools Used: WordPress, Woo commerce Dashboard, Canva.

I hereby declare that all the above-given information is correct up to my knowledge and belief.

Date: 4/12/2023

Name: Vandana Hirve