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PRIYANKA CHATURVEDI

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Seeking Middle Level Assignment in Human Resource management (HRM) With a Growth oriented organization.

PROFESSIONAL SYNOPSIS

- A dynamic professional with 5+ years of experience in HRM broadly in Recruitment, Performance Appraisal, Compensation, Policy Procedures, Employee engagement activates, General Administration and Personnel Management.
- Currently Associated with ORFO NATURA LLP as Assistant Manager – HR & Marketing (Ahmedabad) Proficient in Planning, Strategizing and implementing abilities with demonstrated success in Handling HR Related issues as well as administrative Issues.
- Expertise in handling HR functions entailing Recruitment, Training, Grievance Issues and managing Vendors.
- Adept at handling day to day administrative activities in coordination with internal /external departments for smoothen business operations.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving and organizational ability. Possess flexible and details orientated attitude.

ORGANISATIONAL EXPERIENCE

| <u>Tenure</u> | <u>Company Name</u> | <u>Designation</u> |
|--------------------------|--------------------------------------|------------------------------------|
| February' 18 – August 18 | Orfo Natura LLP | Assistant Manager – HR & Marketing |
| Sept 2016- April 2017 | GlobalHunt India pvt ltd, Ahmedabad | Consultant HR |
| Dec 2014- Nov 2015 | Fact Personnel pvt ltd, Ahmedabad | Consultant HR |
| Sep 2011- Dec2012 | Mindworx Advisory Pvt Ltd, New Delhi | Human Resource Manager |

April 2008-Jan 2011 Bhartiya Consultancy Services, Sr. HR Executive
Lucknow

CORE COMPETENCIES

Ø HR Functions

Recruitment / Compensation ü Coordinating Manpower planning, Recruitment, Induction, Exit

Interviews & ensuring culture fit ü Developing / Introducing new Recruitment Policy as per staffing projections ü Handling salary negotiation, payroll system and compensation administration

ü Handling Joining Formalities, Inductions, Employee Records and File generation, assigning Employee no.

New System and Policies ü Defining Plans, policies and procedures for gather operational efficiency and employee development.

ü Developing / Updating and implementing compensation plans, rewards & recognition scheme, HR policies and communicating them across the organization at all level.

ü Maintaining an employee master data along with their leave travel administration.

ü Counseling / Grievance handling of the employee to maintain healthy work environment and facilitating employee satisfaction, HR survey and community development activities.

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Performance Appraisal ü Handling Performance Management System and identify scope for enhancing them. ü Initiated reward recognition program & incentive system and Training and development based on the PMS

ü Identify the talent & enhance them for the benefit of an employee as well as organization

General Administration ---- coordinating with consultant for all the Shop and Establishment related work.

- Coordinating with HR for joining and other formalities ü Initial Help In New Joining formalities ü Issuing Appointment letters, experience letters, Relieving letters, and offer letters ü Effective and speedy employee query resolution.

Employee Relations:

- This role includes maintaining a good relation with all the employees. In case employees are facing some problem, helping them out and counselling them. If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level then escalating the matter to next level.

SALES:

- ü Lead Generation through Indiamart.
- ü Taking Care of Enquiries and Convert them into Sales.
- ü Add & Manage Products with Specifications and Product Pictures, Description on Indiamart to generate lead.
- ü Product Mapping and Buying Leads with proper detailing.

QUALIFICATIONS

- ✓ PGDHRD(Post Graduate Diploma In Human Resource Development) from Lucknow University, Lucknow, 2007

ACADEMIA

- ✓ Post Graduate (M.A. English) from Lucknow University (2006)
- ✓ Graduate (B.A.) from Awadh Girls Degree College, Lucknow in (2004)
- ✓ Class 12th from Navyuga Radiance Senior Secondary School.(2001)
- ✓ Class 10th from Navyuga Radiance Senior Secondary School.(1999).

PERSONAL DETAILS

- ✓ **Address** : A-403, Aditya Greens Apartment, New CG Road, Chandkheda
- ✓ **Date of Birth** : 25th October 1983
- ✓ **Gender** : Female
- ✓ **Marital Status** : Married
- ✓ **Father's Name** : Mr. Piyush Kumar Chaturvedi
- ✓ **Husband's Name** : Mr. Ankit Chaturvedi

Date:

Place:

Priyanka Chaturvedi

