

RESUME

Mudra Dixit

Permanent Address: 52, Sharda Colony, Link Road, Banswara, Rajasthan

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OBJECTIVES – Looking for a challenging assignment in the area of HR & in a dynamic organization, which can offer me unmatched opportunities to learn & excel my skill to perform various challenging task which in returns help achieving the Goal of the organization.

PROFESSIONAL WORK EXPERIENCE:-

1.) Currently working as a HR Officer with The Sandesh Ltd. (From 18th Feb 2014 to 31st January 2016.)

- Handling entire life cycle of employee's apart from recruitment of **600 + Emp** . (Joining till the employee exits)

Key Responsibilities

- **Joining Formalities:** Issuing of Welcome Kit, coordinating with the IT team for generating E-mail ID, issuing permanent ID cards and Business Cards, collecting & verifying of documents such as educational certificates, personal information, and additional qualification documents, Bank Statement, ex-employer Experience, Salary Slip and Relieving letter etc, Informing all concern Dept about new joined staff, maintaining employee personal file.
- **Performance Management System (PMS):** Distributing the Form to all the employees, Co-ordinating with the HOD for the feedback of the employee, Collating the data & Issuance of the appraisal letter.
- **Maintenance of HRIS records:** Maintaining and updating employee database management active as well as of exit employees.
- **Preparation of different letters:** Offer letter, Appointment letter, Increment, Promotion, Bank a/c opening letter, Change in designation, Appreciation letter, Probation Completion, Transfer, Experience & Relieving, etc.
- **Separation:** Sending Separation process forms after Resignation by employee, Informing different department about Separation of left employee, Co-ordinate with internal departments like IT, Finance, Accounts & Payroll to ensure the Clearance formalities for separation employees.
- **Additional Responsibility:** Periodically visiting other offices & sites for taking the feedback, Resolving complaints, and grievances. Training Coordinating. Handling Quarterly Audit

2.) Worked as a HR EXECUTIVE (Recruitment) with Archers Placements Consultancy 22nd March' 13 – 17th Feb 2014

- Understanding the job opening provided by the client.
- Searching through web portals like Naukri and various other online searches like LinkedIn.
- Taking references & screening of resumes.
- Contacting the relevant candidates, making them understand the profile & checking the willingness for openings.
- Lining up the candidates short listed candidates.
- Follow up till closure & post closure follow up the interview.

PROFESSIONAL QUALIFICATION:-

- A Certified Course in Ms Office (Windows, MS-Word, MS-Excel & MS-PowerPoint) 2003 Internet.

Educational Qualification:-

Qualification	Year	School / College	Board / University	Grade / GPA
PGDM	2011-13	Shanti Business School, Ahmedabad, Gujarat.	AICTE	6.14
BBM	2011	BNPG Girls College, Udaipur, Rajasthan.	MLSU	61%
HSC	2008	New Look Sr. Sec. School, Banswara, Rajasthan.	C.B.S.E	63%
SSC	2006	New Look Sr. Sec. School, Banswara, Rajasthan.	C.B.S.E	66%

Personal Details:-

D.O.B.: 20/11/1990

Languages Known :- English , Hindi , & Rajasthani

Hobbies :- Listening music.

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Keep going is the goal