

Curriculum Vitae

Priyanka Nagar

Satellite,Ahmedabad, Gujarat

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Summary

7 years of experienced in Human Resource Management. Skilled in Communication, Committed to work and sense of responsibility in the form of deliverables. I'm happiest when I'm engaging and strategizing about how we can help each other. Tactful in handling grievances and resolving conflicts. Strong human resources professional with a Post Graduation in HR Management, from XLRI,Jamshedpur.

Education



Post Graduation in Human resource Management, PGCHRM, XLRI ,Jamshedpur,
Grade: 5.5 (B+), from Oct.2020 – Dec, 2021



Master in Business Administration, MBA ,IGNOU, Grade: 66% , from March.2011 –
March 2013(Full Time)



Post Graduation in International Business Management ,PGPIBM,AMA, Grade:66%,
from March,2011 – March,2013(Full time)



GLS college, Gujarat University, BBA , Grade:69% ,from April,2008 – March,2011



HSC, Sharda- Mandir school, Commerce, Gujarat Boar, Grade: 82% , from March 2007
– March 2008

Work Experience

I am having a total of 7+years working experience in the HR Administrative Department.

1)Current Company Name: Online PSB Loans Limited.

About the Company :India's leading FinTech Company

Designation: HR Manager

Work duration: December,2021 till present

Here, I am handling 250 + employees and mainly handling:

- End to end Recruitment of finance and IT side (Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.)

- Employee engagement activities,
- Culture building,
- HR policy manual making and updation
- Induction and Exit formalities and Documentations
- Payroll and Attendance management
- Started Reward and Recognition for employees like star performer of the months, Team leader of the months and star performer of the year etc.
- Started Retention policy.

2)Company Name: Cimcon Infotech Pvt Ltd.

About the Company :US based product IT company(MNC company)

Designation: Senior HR Administrative Executive

Work duration: January 2019 - December,2021 (Three Years)

3) Company Name : BriQs Data Private Limited,Ahmedabad

About the company:US based Project IT company(MNC company)

Designation: HR and Administrative Department Manager

Work Duration: January 2017 – December 2018

I was a HR and Administrative department Head Manager in BriQs data Private company which is an IT company and Subsidiary company of Quadi, USA.I have recruited many employees during my working tenure.

4)Company name: Evermark Procon LLP

About the Company: well known Real Estate Firm

Company Designation: Marketing and HR Manager

Work Duration: December 2014 - December 2015

I was a Marketing and HR manager in a firm for 1 year.I am handling 6 employees while working.I was handling all Hr and Marketing department work.

5) Worked as Volunteer in Vishvet foundation,from 2011-2014 (3 years)

Hosting Foreign Delegates during the Navratri Festival.Conducting their Orientation,explaining them about Indian Culture,teaching them the traditional folk dance Garba,etc

Skill,which I am using during my professional career :

Human Resources Responsibility:

As an HR manager my approach towards the organization's growth was always optimistic in view. Being the part of the Service Industry I fostered my attention to **“Analysing Need”, “Talent Acquisition” and Retaining the acquired talent.** Throughout my journey I have thrived to achieve a goal of hiring good resources and sustaining them along with mapping their individual goals towards that of the company's goal following with below responsibilities. :

- **HR policy** making and implementation
- Run daily operations, coach employees, maintain quality control at

workplace

- Mainly **Recruitment and Selection** for all the positions vacancy
- **End to End Placement recruitment cycle:** Having experience of hiring campus trainees ,Having 3+ years of experience of hiring campus students from Engineering colleges,Hiring every year 10-15 students from different colleges,Handle whole campus place drive with single hand.
- Recruitment for **Junior,Middle and senior level profiles** done through using **paid portals through Naukari.com, linked In paid and Consultants and with unpaid portals through What's up group,Linked In Posting,Employee referrals and others and done recruitment on or before given time**
- Screening profiles to find the suitable candidates and Schedule interviews with the designated panels, follow up for the same & share the feedback with the candidates. ● Follow up with candidates to ensure acceptance of offers, joining etc and maintain a relationship thereafter.
- **Preparing all the documentations** like Issuing Offer/ Appointment/
- Confirmation/Warning/transfer/ Relieving/ Increment/Experience Letter/etc.and doing FNF(Full and Final settlement) of each letters in company
- **Induction and Joining Formalities and Employee Orientation through OnBoarding** checklist on joining of any new employees.
- A guide when recruiting a new employee, making sure to have the responsibilities, workstation, computer, and all tools to develop the function
- When the employee arrive for the first time can feel that is welcome to our office family
- **Background Verification of new employees before joining**
- Handling **Employees and company Database** online and offline both the manner ● Organize, Coordinate and execute various **Employee Engagement** Initiatives and been key Member of the Fun@Work Committee at Site that delves into bringing out new initiatives and activities to keep employees engaged at site like **Birthday Celebrations and all Festival celebrations and Friday Fun activities in office premises**
- **Handle of ISO 9001 and ISO 27001 Audit and documentations for HR and Admin part**
- **Full administration** of human resources, professional development, compensation and benefits, performance evaluation, training.
- Listen Employees feedback and Help employees to have solve the issues and work as **problem solving** to maintain good work culture and solve **employee grievance and queries**
- Implement leave and attendance policy to ensure compliance, provide analysis to management and payroll purposes
- Monitoring day to day attendance, leave, etc. and preparing **attendance reports** Monthly.
- Maintain / Update leaves records through **Leaves management**
- **Handling monthly Payroll Management and handling all statutory compliances like PF,Esic,Professional Tax,Bonus,Gratuity etc and Yearly forms for employees.**
- Calculation of PF and explain the concept to employees and take UAN numbers and maintain cycle of these payments
- **Implementing salary**
- **Salary negotiation**
- **Performance appraisal and Handle increment process**
- Developing and managing comprehensive **training programs** to educate employees regarding staff tools, policies, and procedures.
- A store of up-to-date and accurate information about the company's employees.

Administrative Responsibility:

- Develop and implement all necessary **business policies and accounting practices**; improve the finance department's overall policy and procedure manual.
- Manage the overall operational, budgetary, and financial responsibilities and activities
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements
- Maintain the cash flow
- Calculation and update the cash expenses record
- Calculate and Update the Monthly expense record
- Calculate basic daily operation cost and maintain record
- Oversee and lead the annual budgeting and planning process, administer and review all financial plans and budgets; monitor progress and changes; and alert about financial status.
- Maintain good relationship with vendors and suppliers
- Maintain Payment Cycle on Monthly basis
- Supervise daily support operations and plan the most efficient administrative procedures.
- Identify previously problems and determine appropriate solutions
- Delegate tasks and set deadlines to the administration assistant

Hobbies

- Traveling,
- Dancing
- Meeting new people and Socializing

Personal skills

- Work with Minimum Guidance
- Hard Worker and Plans and carries out responsibilities with minimal direction.
- Confident & positive approach.
- Handles stressful situations and deadline pressures well.
- Ability to maintain good Interpersonal relation
- Self Motivated and learner
- Convincing skills and work as problem -solving

Personal Information

- Name: Priyanka H Nagar
- Birth Date: 17/10/1990
- Marital Status: Married
- Current Place: Ahmedabad
- Languages know: English, Gujarati, Hindi : Fluent Level and French : As beginner level

Laurels

- I was one of the toppers during bachelor and master's in my college.
- Secure 20th rank in BBA among whole university students.
- won first prize in Bhashangiri and treasure hunt during MBA.
- won first prizes in Garba during BBA.