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| **Email :**  **Jasleenchaudhary@gmail.com**  **CONTACT NUMBER:**  **Mobile**: +91-8860416836  **PERSONAL DETAILS:**  D.O.B: 25-Nov-1987    **LANGUAGES KNOWN:**   * English * Hindi     **Nationality :** Indian | **RESUME**  **Jasleen Choudhary**  Having an Experience of 10 years after competing MBA (PGDM) in HR.  **CAREER OBJECTIVE**  To obtain a challenging position as a HR officer where I can apply my educational skills and work experience making use of my perseverance and a strong desire to succeed.  **PROFESSIONAL QUALIFICATION**   * Completed **MBA** (**PGDM) in HR** from Business School of Delhi, India, Approved **by AICTE, Ministry of H.R.D., Govt. of India**.(2008-10). * Completed B.SC. Biotech from SGN Khalsa PG College,SGNR (Bikaner University)2005-08. * Intermediate passed from C.B.S.E Board (2005). * High School passed from C.B.S.E Board (2003). * Functional Knowledge of Enterprise Resource Planning. * Certification of O- Level Course from Doeacc Society.   **SPECIALIZATION**   * Human Resource * Marketing |
| **WORK EXPERIENCE**   * **WORKING AS HR ASSISTANT IN MANKIND PHARMA LTD.( FROM MAY’-2015)** <http://www.mankindpharma.com/>   **Key deliverables:**   * Checking & validating all the daily reports like MIS , expenses of all MR’S, MANAGERS. * Assist in hiring of new joinees by verifying the document, Checking their all details., conducting induction for new joinees. * Assisting all field staff in their querries related to salaries & expense. * Maintaing data of resigned candidates. * Preparing Full & Final settlement of resigned candidates. * **Worked as HR Assistant in Itqan Electromechanical Company** (**Manazil Group), Sharjah, UAE from till April 2013 till July 2014.** <http://www.manazil-uae.com/>   **Key deliverables:**   * Maintaining salary details of employees. * Assisting in recruitment process i.e posting ads, screening resumes, shortlisting of candidates. * Coordinating holiday and sick pay. * Maintaining employee personnel file. * Employee Engagement to the most satisfactory level. * Handling new hire paper work. * Directing and implementing training programs. * Organising induction & training of new employees. * **Worked as Senior Analyst in Mercer India Pvt. Ltd. from June-2010 till June-2012.** [http://HYPERLINK"http://www.mercer.com/"www.mercer.co.in/](http://www.mercer.com/)   **Key deliverables:**   * Generating MIS Reports. * Handled Finance & Accounts Process. * Client Feedback. * Giving Training to new hires. * Handling client queries in Finance & Accounts Process at global level. * Team quality representative. |
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**SUMMER INTERNSHIP**

**Company:** Zydus Cadilla HealthCare Ltd. India (Ahmedabad)

**Title :** Employee Satisfaction

**Details:**

* To analyze the factor which are affecting the employee.
* To analyze the factor**s** which demotivate employees and to derive a better solution to increase productivity and satisfaction level of employee.

**Duration:** 20th May **to** 20th July 2009

**Achievements:**

* Done useful evaluation of the processes for the assignment and received appreciation for the job done well.
* Made a successful presentation regarding the outcome of the assignment and experiences gained, in front of Collage Faculties.

**SKILLS**

* Excellent Team work & communication, Business & Customer Orientations.
* Confident & successful in working to deadline and pressure.
* Capacity to establish strong working relationship with internal departments and clients.

**DECLARATION**

I undertake that the above mentioned information is true to the best of my knowledge and belief.

**Place: Jasleen Choudhary *Date:***