



Ankit Mishra

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Experience

HR Executive – IVL Global India Pvt. Ltd. (Pune)

Feb 2020 – July 2020

- Helped in forming strategic policies, bridging gap between employer & employee and also in arresting attrition
- Ensuring new joiner's induction within the TAT
- Employee's data management, analysis and reporting
- E2E On-Off boarding of employees
- Initiating and Managing BGV and Insurance for all new joiners with concerned TPA
- Executing surveys and employee connect program

HR Executive – Attra Infotech Pvt. Ltd. (Pune)

Dec 2017 – Sept 2019

- Managing core HR responsibilities for Pune location
- E2E On-Off boarding, Employee's Data Management and Inter-departmental data processing
- Assisting HRBPs in different HR activities such as Rewards and Recognition, Induction Programs
- HR connects and Employee queries resolution
- Employee's training need assessment analysis
- Executing different Employee Engagement activities including Fun on floor, Hobby club, Sports and CSR activities

Education

MBA in HRM

Jul 2015 – Jun 2017

Institute of Management Studies, DAVV University - 7.14 CGPA

BCA

Jul 2010 – Jun 2013

Career College, BU University - 65.40 %

PUC

Jul 2008 – Jun 2010

Govt. Boys HSS, MP Board - 56.80 %

SSLC

Jul 2007 – Jun 2008

Mata Beti Bai High School, MP Board with 76.20 %

Skills

Programming Languages

Java, Python, SQL, HTML, JavaScript, CSS

Libraries & Frameworks

React, Bootstrap 5.0

Tools and Platforms

MS Office, Visual Studio Code, PyCharm, IntelliJ Idea

Design

Adobe Photoshop, Adobe Premiere Pro

Certifications

Java (Basics) - HackerRank - Link

Python (Basics) - HackerRank - Link

Full Stack Java Developer - Seed Infotech

Projects

Food window

This app allows us to choose and customize food as per our requirement and also generates auto-invoice accordingly.

Info Extractor

It helps us to extract the info such as contact numbers, email ids from almost all types of PDFs.

Interests and Hobby

Watching learning videos, Listening to songs, Trekking, Traveling, Playing cricket