

# CURRICULAM VITAE

## **Prachi Srivastava**

Botanical Garden, Noida

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- Seeking Opportunity to work with a dynamic organization where my creativity responsibility can be nurtured and to endeavor towards achievement of the organization's goals through dedicated teamwork.

### **Key Skills**

- Client Relation
- Employee Relation
- Recruitment
- Payroll
- OnBoarding, Induction &Joining formalities
- Employee Issues &Feedback Evaluation
- Cold Calling

### **Professional summary-Experience**

- At present working for BOSSE @ Noida from Jan-2024 to till date, as Document Verification Executive and Counsellor -Reporting to Manager.
- Earlier working for M/s. LNM TECHNOLOGIES PVT LTD @ Noida from May-2022 to Jan-24, as Operation executive -Reporting to Manager-HR Operations.

### **MAIN ROLES AND RESPONSIBILITIES:**

#### **Payroll Management & Administration**

- Processing payroll process for all employees.
- Ensure timeliness and accurate payment of salaries for the employees.
- Salary structuring for all employees and implementation of minimum wages for workers.
- Ensure the payroll queries/grievance answered and solved on an individual basis.
- Responsible for monitoring Attendance ,Leaves ,TA&DA for all employees.
- Streamlined PF/ESIC, Leave Encashment process and established central helpdesk for all employees.

#### **Counseling and Document verification**

- Document verification of student for all courses.
- Review prospective student applications for university admission.
- Solving student queries.
- Coordinate with students for completion of admission process.

**Certification:**

- Digital Marketing by Internshala.
- TCS ion career edge.
- Ultimate HR Generalist and Human Resource Management by Udemy.

**Educational Summary**

- Bachelor of Commerce from St. Andrews College, Gorakhpur-2019-2022
- Senior Secondary from Children College, Azamgarh-2019
- High School from Children College, Azamgarh-2017

**Extra Curricular Activities**

- MS Word
- MS Excel

**Personal Details**

Father's name : Prabhat Kumar Srivastava  
Date of Birth : 26<sup>th</sup> July 2001  
Sex : Female  
Marital Status : Unmarried  
Languages Known : English, Hindi

**Self Appraisal:**

Capable person to work under extreme challenges  
Believes in Teamwork  
Believes in continuous learning.

**DECLARATION**

I hereby declare that all the above information furnished are true to the best of my knowledge and belief.

Date:

Place:

**Prachi Srivastava**