

CONTACT

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EDUCATION

MBA in Human Resource Management

– AKTU | Graduated: 2022

Bachelor of Business Administration-

Banasthali Vidhyapith | Graduated: 2019

SKILLS

- Payroll Management
- HRMS Management
- Compliances
- Time Management
- Adaptability
- Leadership & Training
- Multitasking
- Reliability
- Team Building
- Problem Solving Abilities

TECHNICAL SKILLS

- MS Excel
- MS PowerPoint
- greythr

ACHIEVEMENTS

- Awarded “Employee of the Quarter
2022-23 (Q2) & 2023-2024 (Q3).

CERTIFICATES

- Payroll Management (Greythr)
- Communication Fundamental: How to communicate better (Udemy)
- Payroll Management Workshop 1.0 (06/2021 - 06/2021) (Organised by People Connect-HR Club of Lloyd Business School)

Poonam Meena

SENIOR HR-EXECUTIVE

Detail-oriented and results-driven HR professional with 2.7 years of experience in payroll processing, HR operations, and compliance. Adept at efficiently managing payroll functions, resolving employee queries, and ensuring accurate data management. Skilled in implementing HR policies, conducting payroll audits. Demonstrates a commitment to maintaining confidentiality, regulatory compliance, and delivering high-quality HR services.

EXPERIENCE

SENIOR HR-EXECUTIVE-COLLEGEDUNIA WEB PVT. LTD.

April 2022- Present

HR Operations & Compliance

- Managed HR operations, employee records, onboarding, and statutory compliance (PF, ESIC).

Payroll & Systems

- Processed payroll accurately, resolved discrepancies, and audited reports.
- Implemented and optimized HRIS and payroll systems (e.g., CDHRMS, Greythr).

Employee Support

- Addressed payroll and benefits inquiries, ensuring confidentiality.

Process Improvement

- Streamlined HR and payroll processes for efficiency.

OPERATIONS ASSOCIATE- SUNSTONE EDUVERSITY

October 2021- February 2022

- Documentation and verification.
- Data Handling and Onboarding formalities
- People Handling

HR INTERN- Avathara

July 2021-August 2021

- Screened resumes and maintained candidate data.
- Conducted initial interviews.
- Scheduled and coordinated interviews with follow-ups

HR ASSISTANT INTERNSHIP-Asian Vivekananda Super Specialty Hospital

May 2018-July 2018

- Managed all phases of recruitment from hiring of employees to posting about vacant positions.
- Maintaining and Updating Records and Files of employees.
- Assigning Leaves to employees