## Monica Dua

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### CAREER OBJECTIVE

Looking forward to work with an organization that believes in developing individuals for future roles, where i can further add to my Knowledge and improve on my Skills, thereby contributing to Company and Individual Growth.

**PROFESSIONAL PROFILE**

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* A proactive professional with almost 3 years of rich and qualitative experience (in Background Verification) and more than three years in Human Resource Management.
* Strong experience in end to end recruitment for the **IT sector**
* Fairly good communication, interpersonal & relationship management skills with ability to relate with people at all levels in the organisation.

### WORK EXPERIENCE

1. Worked as an **HR Manager** with **Leading Edge Info Solutions Private Limited** from **Jul 2018 to Sept 2020.**

* Recruitment & Selection
* Responsible for complete Induction and Orientation Program of new employees.
* Responsible for the hiring of entry, middle and senior management profiles like PHP Developers (Wordpress, Shopify, Laravel, Codeignitor) Web & Graphic Designers, Business Developers (Bidders), Digital Marketing (PPC, SMM, SEO,SEM, ORM) .
* Searching relevant candidates on the job portals like **Naukri, Monster, Indeed.**
* Have great exposure of filling positions via **LinkedIn.**
* Screening and shortlisting the resumes.
* Lining up the candidates for the face-to-face Interview.
* Taking care of all the day to day HR activities.
* Handling the complete Leave Management System.
* Monitoring daily Biometric attendance.
* Maintaining leave records for the employees.
* Maintaining and updating Personnel Files of the employees.
* Responsible for Disciplinary activities.
* Following-up with the consultants for hiring(if required).
* Taking care of the full Recruitment and selection cycle.
* Taking care of employee grievances.
* Taking care of Employee engagement activities like Events, birthday celebrations etc.
* Office files management.
* Support in the required coordination with the bank and accounts department.
* Telephones, mobiles & other utilities management
* Taking care of Employee Database.
* Handling verification of documents and employment screening background verification of new joined employees i. e. verification report etc.
* Maintain & update the monthly Expense sheet.
* Preparing all **HR** letters and certificates.
* Conducting exit interview process for resigned, quit/terminated employees while coordinate & manage the full & final settlement.
* Admin/Inventory Management.

1. Worked as a Sr. HR Executive with **Cresttechnosoft** from **June 2016 to January 2017.**

JOB RESPONSIBLITIES

* Recruitment & Selection.
* Attendance Updation
* Maintain & update the monthly Expense sheet.
* Preparing all **HR** letters and certificates.
* Conducting exit interview process for resigned, quit/terminated employees while coordinate & manage the full & final settlement.
* Admin/Inventory Management.

1. Worked as an HR Executive with **Leading Edge Info Solutions Pvt Ltd** from **December 2015 to June 2016.**
2. Worked as an Senior Research Associate with **Pinkerton Consulting & Investigations** from **July 2013 to Oct 2014**

**Process**  : Risk Management (Pre Employment Screening)

### Current Role : Background verification check and Client Manager

### JOB RESPONSIBLITIES

* Handled domestic and international clients in a cooperative, polite courteous and helpful manner.
* Responsible for Report writing and auditing the same.  
  Coordinated with different departments for the completion of targets.  
  Responsible for making and editing the reports for clients.  
  Ensuring authentic reports to the client and was leading a particular portion of the team.  
  Handled MIS and trackers.  
  Responsible for generating the invoice on monthly basis.  
  Ensuring the quality standards and deadlines are met.
* Handled a team of 2 Executives.
* Preparing MIS Reports Related to PES (Pre employment screening) line of business.

1. Client MIS
2. Daily Field Tracker i.e. Employment, Education, Criminal Check.

* Co-Ordinated with various POC in various Universities & Colleges for Speedy Education Check.
* Follow Up related to

1. Employment & Reference Check
2. Education Check
3. Criminal Check
4. Insufficiency of Document.

* Helped new joinees in my team and train them for the basic knowledge and their routine work.

1. Worked as an Associate with **Dataflow Group (Primary Source Verification)** **Jan 2012 – July 2013**

**Process**  : Risk Management

### Current Role : Background verification check

### JOB RESPONSIBLITIES

* Handled government clients in the Middle East, South and South East Asia.
* Maintaining MIS on daily basis.
* Follow up related to Insufficiency of Documents.

**ACADEMIC CREDENTIALS**

* MBA (Human Resource Management) from **Sikkim Manipal University**.

### GNIIT (Management Information System) From NIIT.

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| **Degree/Course** | **Institute/School** | **University/Board** |
| B.com(Pass) | DU | DU |
| XII | Govt’ Girls Senior Secondary School | CBSE |
| X | S.D Public Senior Secondary School | CBSE |

#### PERSONAL PROFILE

Date of Birth : 18th Jan 1987

Nationality : Indian

Marital Status : Married

#### DECLARATION

I ensure here by that all the information is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(**Monica Dua)**

**Signature**