

# Arti Tewari

## HR with 5 yrs experience

Lucknow, Uttar Pradesh

[artitewari2\\_jro@indeedemail.com](mailto:artitewari2_jro@indeedemail.com)

+91 99361 90896

To seek a Remarkable Position in all HR related Jobs like Payroll, Recruitments, JD designing and attendance formation and Labour laws etc.

Also updated my Administrative skills and communication skills to deal with Clients for achieving Excellence in Customer Care and counseling.

## Personal Details

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**Eligible to work in:** India

**Highest Career Level:** 5+ years experience

**Industry:** Education & Instruction, Healthcare, Hospitality & Tourism, Human Resources, IT Operations & Helpdesk

**Total years of experience:** 11

## Work Experience

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### HR Manager

ADEP Consultant - Delhi, Delhi

July 2021 to Present

on Notice)

- Recruitments, maintaining trackers and payroll (on Software), BDM (Interacting with the companies for getting orders of recruitments.)

### HR Manager

Nilansh Builders - Lucknow, Uttar Pradesh

October 2017 to June 2019

Recruitments, documentations (offer, Appointment, Warning, Welcome Letters) and Salary Management, attendance as Overtime, Leaves, Shift setting of employees.

- Staff's yearly records of Leaves (PL, EL, SL, Medical leaves addition or deductions) & EPF, ESI calculations on monthly basis.
- Management, Team-building, Staff Development & Training, Reports, Document preparation, Tally ERP, Records & Inventory Management, Meeting & Event Planning, Cost Cutting.

### Manager HR & Operation

Divine Heart & Multispeciality Hospital - Lucknow, Uttar Pradesh

March 2015 to September 2017

Finance 01 Mar-15to30Sep-17

- Recruitments, documentations and Salary Management as Overtime, Leave, Shift setting of employee with some TPA work.

- To Resolve employee issues regarding salary overtime and extra duties, Administration and Supervision of staff.

- All Operation work as taking rounds of the Wards including ICU/CCU, Assist to Doctors too.

### **Manager HR & Finance**

Divine Heart Hospital

March 2015 to September 2017

Recruitments, documentations and Salary wages, HR Verticals, Documentations, as Overtime, Leaves, Shift setting (Roasters) of paramedical staff in proper manner and TPA work also. Task efficiency in limited time.

- Compliances (To resolve issues about salaries, over time and extra duties), Administration and Supervision of staff.
- All Operation work as taking rounds of the Wards including ICU/CCU, Assist to Doctors too as arranging regular meetings of staff, generating circulars, Notices as per chairman's Directions.

### **Branch Coordinator**

Wealth Mantra Limited - Lucknow, Uttar Pradesh

July 2014 to February 2015

to March 2015

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience & Customer Care as a Branch Coordinator.

- To Excel in resolving employer's challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.

- Office Management, Teambuilding & Supervision, Staff Development & Training, Policies & Procedures Manuals, Report & Document Preparation, Tally ERP, Records & Inventory Management, Meeting & Event Planning, Cost Cutting.

### **Office Coordinator**

Shikhar Air conditioners, Okhla - Delhi, Delhi

June 2013 to July 2014

Key Responsibilities

- Excel in Customer Relationship Management, Computer efficient, Supervising & controlling Technicians, total service support for AC Services & AMCs of AC.
- Team Management, Admin & Operations with Problem solving & query responding qualities. Making Bills of Services and arranging parts of AC by Head Office.

## **Education**

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### **MBA**

Sikkim Manipal University

## **Master of Arts in Hindi**

Kanpur University - Kanpur, Uttar Pradesh

## **Bachelors of Arts in Education, Hindi**

Lucknow University - Lucknow, Uttar Pradesh

TATA INFOTECH

## **Master of Arts in Hindi in Hindi**

Kanpur University - Kanpur, Uttar Pradesh

## **MBA in HR**

Sikkim University - Lucknow, Uttar Pradesh

## Skills / IT Skills

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- Reading books & Newspapers, Writing, Internet surfing, Travelling, Photography etc. Major Skills: Self Confidence, Active & Enthusiastic
- Sourcing
- Lucknow, Uttar Pradesh
- Communication skills
- Counseling
- Payroll
- Reading books & Newspapers, Writing, Internet surfing, Travelling, Photography etc. Major Skills: Self Confidence, Active, Clarity of Goal, Honesty. Address: Nehru Enclave, Nr Vishwash Khand-3, Gomti Nagar, Lucknow. Note: Documents can be provide as per requirements. Willing to relocate to: Noida, Uttar Pradesh
- CRM & Admin
- Operating Systems: XP, Windows 7, Win 98 Etc. Databases: FoxPro, Access Office Suits: MS-Office 2007, Business packages as SAP, Busy etc. Others: Hindi & English Typing, Tally ERP. AVOCATIONS:-
- Human resources management
- HR sourcing
- Ghaziabad, Uttar Pradesh
- Operating Systems: XP, Windows 7, Win 98 Etc. Databases: FoxPro, Access Office Suits: MS-Office 2007, Business packages as SAP, Busy Tally ERP. Others: Hindi & English Typing, Net browsing, E-mailing, E-tendering. AVOCATIONS:-
- Human resources
- Recruiting
- HR and Operations

## Certifications and Licenses

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## **Professional In Human Resources**