



PIXELCUT.APP

PRIYA DUBEY

An astute HR professional with 6 Plus years of experience

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A sincere and result oriented HR professional having around 6 plus years of experience in different Gamut of HR & ADMIN”

PROFESSIONAL PROLOUGE:-

- A competent professional with more than 6 Plus years of career track in Organization Development, Core HR Activities, Administration, Payrolls, HR Policies, Compensation Management, Statuary Compliances, Performance Management system, Onboarding process.
- Showcase strong ability to lead initiatives and take ownership of tasks. Extensive experience in core HR activities, Administration of planning, supervising and managing the operations
- Continuously improving the existing HR infrastructure and streamline procedures and SOPs within the Human Resources Operations team
- Solid knowledge about compensation and labor regulations along with regulatory laws and best HR practices
- Capable of learning and implementing established human resources policies using robust problem-solving skills.
- Able to work effectively on multiple assignments in a team environment
- An effective communicator, team player with excellent relationship building and interpersonal skills.
- Able to work effectively on multiple assignments in a team environment

“WORK EXPERIENCE”

✓ KEDIA GROUP OF INDUSTRIES-CHHATTISGARH DISTELLERY LIMITED.

-(NKJA INFRA DEVELOPMENT PVT.LTD & NKJA MAXFLOW PUMPS & SOLUTIONS PVT. LTD.)

- **Promoted to HR & Admin Manager (May 2021 to present)**
- **Promoted to HR Assistant Manager (May 2020 to April 2021)**
- **HR EXECUTIVE (FEB 2019 to APRIL 2020)**

KEY RESPONSIBILTIES:-

- Handling entire employee life cycle starting from joining to smooth employee exit.
- Establish clear objectives for the human resources department and effectively monitor their progress based on smart metrics

- Overlook and lead the HR department's recruiting strategy and oversee all important details of the hiring procedures
- Train employees by establishing smart training programs and carrying out important orientation activities
- Schedule management seminars and sessions with employees
- Help resolve major employee grievances and counsel employees and supervisors on employee relations issues
- Plan effective employee benefits programs and educates employees on all incentives and packages
- Reviewing and approving budgets, implementing new company policies and maintaining internal HR systems
- Provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development.
- Handling the whole recruitment cycle from screening through the various portals like Naukri, Indeed, LinkedIn.
- Establish clear objectives for the human resources department and effectively monitor their progress based on smart metrics
- Employee record maintenance, issuing offer letter, Appointment letter and another joining document to the offered candidate.
- Solid knowledge about compensation and labor regulations along with regulatory laws and best HR practices
- Coordinating with HR consultants for PF, ESIC, TDS, and LTA etc.
- Maintaining HR records, such as those related to compensation, health and medical insurance. Keeping records of staff insurance and ensuring timely renewal.
- Timely distribution of Salary cheques, salary slip, leave encashment and full & final settlements.
- HR Operation-Admin-Provide clerical and administrative support, queries and communication.
- Showcase strong ability to lead initiatives and take ownership of tasks.

✓ **99 ACRES (RAIPUR C.G)**

- **HR ASSISTANT (MARCH 2018 to JAN 2019)**

KEY RESPONSIBILITIES:

- Managing recruitment life cycle for sourcing the best talent from diverse sources.
- Conduct Initial Interviews and Final HR round.
- Preparing Job description for available openings.
- Screen applicants' applications to determine those that are in line with or followed the stated application procedure
- Conduct Initial Interviews and Final HR round.
- Engagement activities and other CSR activities.
- Generating offer letters, appointment letters and salary breakups.
- Completing Joining formalities including induction, onboarding and documentation.
- Act as a helping hand in administration and operation work of the organization.
- Campus placements and off campus hiring and walk-in interviews.
- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human resources activities

✓ **EPIC RESEARCH PVT.LTD. (INDORE M.P)**

- **HR CO-ORDINATOR (APRIL 2017 to FEB 2018)**

KEY RESPONSIBILITIES:

- Assisting and coordinating with the core recruitment team.
- Screening resumes, calling, and finalizing the interviews as per the openings.
- Handling portals like Naukri, Indeed, Monster for screening resumes.
- Assisting with the HR team for campus hiring and other walk-ins.
- Engagement activities and other CSR activities for employee engagement.
- Provide clerical support to all the HR activities
- Inventory Management
- Responsible for analyzing training needs, developing training curriculum, and delivering training courses
- Administering various employee benefits programs, such as group insurance, long-term disability, pensions, and profit sharing
- Maintain the HR team's calendar (schedule meetings, interviews, HR events etc.)

- **HR Intern**

India Infotech

Date Employed-Jun 2016 – Aug 2016

Employment Duration 3 months

Location- Bhopal, Madhya Pradesh

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters

-EDUCATION-

-MBA IN HR & MARKETING (MASTERS OF BUSINESS ADMINISTRATION)
(CSV TU UNIVERSITY)-2015-2107

-BACHELOR OF COMMERCE (2012-2015)

(BILASPUR UNIVERSITY)

-CERTIFICATION-

1-Human resources -Compensation and benefits.

2-HR as a Business Partner.

PERSONALDETAILS

Date of birth- 21/04/1994
Fathers Name- Rajesh Chand Dubey
Marital Status- Unmarried
Language Known- English & Hindi
Current Location- Raipur Chhattisgarh

I hereby declare that all the statements in the applications are true and correct to the best of my knowledge and belief.