

## PROFESSIONAL SUMMARY

Self-motivated HR Executive with 6 years of experience in human resources. Proficient in payroll, legal compliance, benefits administration, and MIS. Strong skills in MS Office Suite and internet usage. Proven ability to collaborate with other departments to achieve organizational objectives.

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## SKILLS

- Payroll, PMS, Legal Compliance, and Benefits Administration
  - MIS Reporting
  - MS-Dos, MS-Microsoft, MS Outlook, MS Excel, MS PowerPoint, MS Word
  - Internet and Computer Proficiency
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## Work History

- ❖ **HR EXECUTIVE, ADDRESSOFCHOICE REALTY PVT. LTD, NOIDA**  
*DECEMBER 2015 - NOVEMBER 2021*

### Payroll

- Uploaded and adjusted time records for accurate payroll processing.
- Ensured strict confidentiality of payroll information.
- Created new hire and termination documents.
- Calculated wages, deductions, and bonuses.
- Maintained monthly attendance records.
- Prepared EPF, ESIC, and Insurance data for new joiners.
- Managed HRIS system, including new hires and terminations.
- Resolved discrepancies and queries related to payroll.

### On-boarding and Joining Formalities

- Provided all necessary forms to employees on their joining date.
- Planned and coordinated joining formalities.
- Prepared Employee Details Form (Form A).

### Orientation and Induction

- Opened bank accounts for employees.
- Issued ID cards and appointment letters.

### Recruitment

- Hired fresh staff through Naukri and LinkedIn.
- Prepared job descriptions for all positions.
- Conducted HR interviews for junior to mid-level position

### Employee Relations

- Organized employee engagement events.
- Managed rewards and recognition programs.
- Celebrated company events with staff.

## Compliance Management

- Filed monthly PF, ESI, and online returns.
- Maintained Form-I and Form-II for PF employees.
- Calculated PF, ESI, and full and final payments after resignations.
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- ❖ **FRONT OFFICE EXECUTIVE CUM ADMIN COORDINATOR, SEWASONS CONSTRUCTION PVT.LTD.**

FEBRUARY 2013 – NOVEMBER 2015

- Managed office procedures for organizational effectiveness.
- Handled customer and vendor inquiries regarding the billing department.
- Managed petty cash.
- Scheduled meetings with vendors.
- Maintained daily employee attendance.
- Prepared quotations for vendors.

## EDUCATION

- MASTER IN SOCIAL WORK(MSW): SOCIAL WORK from IGNOU- DELHI | 06/2021
- DIPLOMA: JOURNALISM from BHARTIA VIDHYA BHAWAN- DELHI | 04/2012
- BACHELOR OF ARTS: ART from UNIVERSITY OF DELHI – DELHI | 10/2010
- 12TH: ARTS from SARVODAYA GIRLS SENIOR SECONDARY SCHOOL, C.B.S.E.- DELHI | 05/2004
- 10<sup>TH</sup>: GOVT COED SEC. SCHOOL, C.B.S.E.- DELHI | 05/2002

## TECHNICAL QUALIFICATION AND TRAINING

- 6 months Hr. Generalist Certificate course from Talent Magnifier, Delhi | September 2020
- 3 months SAP HR/HCM course from Talent Magnifier, Delhi | December 2020

## ADDITIONAL INFORMATION

- Husband's Name: Mr. Mukesh Singh Parihar
- Date of Birth: March 12, 1987
- Passport No: S8515984
- Languages Known: English, Hindi
- Address: House No 277, Block B, P, Bindapur, Dwarka, New Delhi -110059

## DECLARATION

**I hereby declare that all particulars furnished in this application are true, complete, and correct to the best of my knowledge and belief.**

**DATE:**

**PLACE:**

**(Vartika Parihar)**