

# SEEMA PANDIA

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Indore, 452001

7000654229

Pandia.seema27@gmail.com

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## SUMMARY

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To pursue a challenging career in a progressive environment where learning , innovation and creativity are encouraged , Where my skill and knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.

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## EXPERIENCE

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### **POLYBOND INDIA PVT. LTD.**

Dewas

#### **HR Officer**

01/2023 to Current

- Preparing Annual Training Plan for Employees & operators
- Preparing Skill Matrix Of all Staff & Operators
- Monitoring KPI'S & Objectives
- Grievance Handling
- Welfare Activities
- Doing Internal LPA Audits as a auditor
- PF & ESIC Registration
- Monitoring Attendance & Absenteeism
- Monitoring Payroll & Attendance Software
- Interview Process & Documentation
- Exit Formalities
- Preparing MIS of Manpower
- Preparing Document related to audit (IATF , IOS & CSR )
- Administrator Woking (Canteen Facility , Housekeeping , Security , Contactor Manpower , Shift Schedule)

### **NICT TECHNOLOGIES PVT. LTD.**

Indore

#### **HR Executive**

07/2020 to 12/2022

- IT & Non-IT Recruitment Process for all 14 States
- Preparing Offer letter
- Coordination With 14 States Office
- Joining Formalities all States
- Exit Interview & all formalities
- Grievance Handling
- Payroll Process
- PF & ESIC Registration for all 14 States
- Employee Engagement
- Training & Induction

### **INOX WORKS & CONSULTANT PVT. LT.**

Indore, India

#### **HR Coordinator**

07/2019 to 07/2020

- Recruitment Process
- Maintaining Personal files & Documentation
- Induction & Training Programme
- Preparing Shift scheduled of operators
- Welfare Activities
- Payroll Process
- PF & EISC Registration of Employees
- Exit interview Formalities
- Administration Work (like Managing documentation part of safety audits , Security Handling , Housekeeping & canteen facility)

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## SKILLS

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- Knowledge about attendance & payroll software
  - MS Excel
  - MS Word
  - Power Point
- A. Savior Software  
B. HrOne Software  
C. Time Office

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## EDUCATION

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**MASTER OF BUSINESS ADMINISTRATION: HUMAN RESOURCE** 2018  
**Thakur Shivkumar Singh Memorial Colloge, Burhanpur, MP**

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## LANGUAGES

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**English, Hindi, Marwari :** First Language

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## CERTIFICATIONS

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- Completed 30 days Internship at Swastika Invest-mart Ltd. Indore Main Branch.
- Completed 60 days HR Internship at Investetite Research, Indore
- Presented project report on "Performance analysis of portfolio management by swastika Invest-mart ltd."
- Group presentation on Manufacturing of Pipes at "Texmo Pipes and Products Ltd. Burhanpur."

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## EXTRA CURRICULAR ACHIEVEMENTS

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- Awarded as Miss Fresher 2017 in College.
- Badminton winner at college level competition in the year 2017.
- Participated in Shiv-Utsav Kala Parv 2012 (Dance Competition) at Gwalior M.P.

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## PERSONAL DOSSIER

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Name :- Seema Pandia

Father's Name :- Mr. Bansilal Pandia

Mother's Name :- Mrs. Santosh Pandia

Marital Stuts :- Unmarried

Date Of Birth :- 26/08/1996

Permanent Address :- House no 23 , Near New Vision School , Govindji wala Marg , Burhanpur M.P.