

Resume

Padma Kapoor

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Contact No: 8920130682

CAREER OBJECTIVE

MBA (Human Resource Management) with 7 years of experience in HR especially in Recruitments, Training, Staffing, full & final settlement and government compliance. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

Specialization: HR

Location Preference: Noida, Ghaziabad

Career Summary

- Over 6years of established professional credentials of successfully managing HR Department, Pre & Post Recruitment process, Employee induction, Performance Management, Employee Relations, Training & Development, Statutory Compliances, Manpower Planning, Grievance Handling, IR etc.
- Efficient in interviewing and assessing the people.
- Expert in recruiting the people, according to the company policy.
- Expert in taking the order from the seniors and giving the valuable suggestions.

Core Competencies

- Good knowledge of working on PF and ESIC.
- Employee relation skills.
- Problem solving skills.
- Multi tasking.

Work Experience

- **Company Name:** G.B. Tools & Forgings Ltd.
- **Designation:** Senior HR
- **Duration:** Four and half years (Since 29th Nov 2011 to 6th June 2016).
- **Company Name:** Capital Athena
- **Designation:** HR Generalist
- **Duration:** 1year
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- **Company Name:** True Dealer consultant
- **Designation:** Administrative and HR officer
- **Duration:** 6 Months(Since December 2021 to 30th June 2022)
- **Company Name:** Sarmount consultancy
- **Designation:** Hr Recruiter(Freelancer)
- **Duration:** Since September2022 to till date

Job Responsibilities

- Handling all over Recruitment.
- Handling all over Admin work.
- Providing and managing Induction Training.
- Grievances handling
- Payroll Management.
- Attendance and leave management.
- Managing complete PF and ESIC cycle.
- Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
- TDS.
- HR Audits.
- Full & Final Settlement.
- Joining and Exit interviews.
- Circular & Notice Responsibility.
- Co- ordinate with Security, contractual Housekeeping Staff.

Technical Skills

- Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint).
- ERP.
- Internet.

ACADEMICS

- MBA from C.T. Group of Institute of Management & Technology.
- Graduation in 2009 from B.D. Arya Girls College.
- Diploma in Computer Applications in 2009.
- Inter in 2006 from K.V-1 Jalandhar, CBSE
- Metric in 2004 from K.V.-4 Jalandhar, CBSE.
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ACADMICS REWARD & ACHIVEMENTS

- Awarded Third prize in 800-M in 2010
- Awarded Third prize in Relay in 2010
- Awarded second prize in Rangoli on 9th Oct in2009
- Member of central Association of College in 2008
- Awarded second Prize in poetical Recitation on 12th Aug in2008
- Awarded Third prize in declamation contest in 2008
- Awarded second prize in declamation contest in 2008
- Awarded 1st prize in declamation on 3rdsep in 2007
- Awarded First prize in Triple jump in 2005
- Awarded First prize in 200-M in 2003.

INTERESTS

- Playing Hokey.
- Dance & Singing.
- Traveling.

Personal Detail

Name	- Padma Kapoor
Husband Name-	Mr Sumit Singh
D.O.B	- 18 th Aug. 1988
Nationality	- Indian
Marital Status	- Married
Language Known	- Punjabi, Hindi & English

Declaration: "I hereby declare that the above mentioned information is true to the best of my knowledge and belief"

Place:
Date:

Signature