Rama Mahto ****

**About Me**

**Experience**: 9+ Years (Total) (4 plus years in Human Resources & 4 years in retail)

**Email**: [ramamahto1610@gmail.com/](mailto:ramamahto1610@gmail.com/) romaroy1806@gmail.com

**Phone**: +91-98733 95342

**Location**: Delhi (Lajpat Nagar), India

**Objective:**

*Extremely motivated to constantly develop my skills and growth professionally. I am confident in my ability to come up with good ideas for the betterment of the organization. Also, I likely to enhance my technical skills time to time.*

**Work Experience**

**Crayons Advertising Ltd.**

**Designation – Senior HR Executive**

**Duration - May 16 2022- Till date**

**Recruitment & On-Boarding:**

* Identifies staffing needs.
* Writes job descriptions for needed positions
* Creates a recruitment network on social media and other mediums
* Screens and interviews candidates
* Presents a shortlist of candidates to management
* Scheduling interview calls to the management
* Issuing Offer, Appointment, Confirmation.
* Induction Training (About Company policy, Rules & regulation, reporting structure etc.)
* Responsible for completion of all the joining formalities entailing collection and verification of documents for the candidates.
* Updating employee data in HRIS software.
* Maintenance of Leave Records, Personal Records & Files.
* Ensure On boarding for all new joiners.
* Follow-up for pre joining formalities & documentation
* Send welcome notes
* Ensure submission of all signed and scanned documents and maintain personnel files.
* Ensure deployment of laptops to all entitled newly joined employees
* Visiting cards/I Cards

**Compensation and Benefits:**

* Maintenance of attendance & Leave Management.
* Working out to settle the accounts of resigning employees.
* Preparing Leave Tracker and compiling attendance for processing payroll.
* Performs a wide variety of record keeping and payroll processing activities, including salary advances, calculating and recording payroll deductions

**Employees Relations:**

* Handling all employee enquiries & grievances.
* Performance Appraisals:
* Keeping records of employee's status change i.e. Confirmation, Probation.
* Maintaining & Updating Performance Appraisal of employees & issuing increment letter.

**Exit Management:**

* Preparing Attrition report on monthly basis.
* Conducting Exit interview.
* Preparing relieving and experience letter.
* Ensuring timely Full & Final Settlement of all resigned employees.

**PSA - LEGAL COUNSELOR**

**Designation – HR Executive**

**Duration - August 2019 – August 2021**

* Prepare HR-related reports as needed.
* Keeping attendance records.
* Assisting recruitment team with interview process by managing candidates.
* Responsible for handling meetings, reports, diary- management and calendar management.
* Vendor management.
* Screen resumes and application forms. Schedule and confirm interviews with candidates.
* Post, update and remove job ads from job boards, careers pages and social networks

**SWAROVSKI**

**Designation – Assistant Store Manager**

**Duration - July 2011 – t March 2014**

* Tracking of stock-position on a daily basis.
* Devising marketing strategies for print media & promotional activities.
* Liaising with marketing department and discussing about different promotional activities and events of the stores to increase sales.
* Ensuring adherence to service standards as per company's policies & guidelines.
* Incorporating visual merchandising with high tickets items.
* Giving knowledge about company’s policies to employees.
* Enforcing safety regulations in the organization.

**Education**

**MBA in Human Resource Management**

Sikkim Manipal University, New Delhi

Passed in 2016

**Bachelors of Arts**

Delhi University, New Delhi

**High School**

CBSE Board, New Delhi

**Personal Details**

Gender: Female

Marital Status: Married

Date of Birth: 06 October 1986

Husband Name: Mr. Shailendra Mahto

Language Known: Hindi, English, Bengali

Hobbies: Travelling, Listening Music

**Strength**

* Good ability in relationship management.
* Self-management skills especially adaptability and flexibility.
* Strong analytical skills.
* Creative & strategic thinking skills.
* Team Player, Punctuality, Integrity.

Declaration

I hereby further declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief.

Place -

Date- (Rama Mahto)