CURRICULUM - VITAE

## NAME :- POOJA MEENA



**ADDRESS: - 3378 SaiDuar,Sudama Nagar,Indore(M.P.)**

## EMAIL ADDRESS:- [Poojameena741@gmail.com](mailto:Poojameena741@gmail.com)

**CONTACT NO:- 8668871097 / 9630307162**

## CAREER VISION:-

Aspiring for growth oriented career enhancements in Managerial positions with an organization of reputed preferably in the areas of human resource and production.

## WORK EXPERIENCE:-

1. **Worked as a (HR) Trainee to Assistant Manager (Talent Acquisition And Generalist) with Star India Market Research Pvt. Ltd.**

## From Feb-2017 to Aug-2019

1. **Worked as a Manager-HR (Talent Acquisition And Generalist) with World Class Services Ltd.**

## From 20 Sep 2019 to May 2022.

## Worked as HR Specialist (Talent Acquisition and Generalist) With Vlink Inc

## From June 2022 to CurrentlyWorking.

**REPORTING: - Managing Director & HR Head**

## MAJOR RESPONSIBILITIES:-

1. Hiring for different-different profiles through calling, posting from portals, venders, consultant and references etc.
2. Recruitment (Domestic and International)
3. Campus Recruitment for sales profile in bulk (Major KRA-70% to 80%)

Responsible for PAN India campus recruitments, Coordinating with Placement Officers for campus drives, Visiting Colleges & Job fairs PAN India & conducting Pre-placement presentations ,

Group discussions & Personal Interviews, Building relationship with College TPOs/Directors/representative

## Recruitment/Talent acquisition : –

Job Description CV sourcing, Short listing, Interview schedule, Screening, Final interview, Offer letter, Medical , Appointment, Joining formalities & Induction.

Campus Drive / Bulk hiring – Written test, Direct interview, Rating & selection. Manpower planning as per the monthly production plan.

Competency mapping – Depute right people on the right job on the basis of eligibility &suitability. Performance Management System – Define KRA, KPI review on monthly basis & Reward/Recognition.

## Sourcing, calling, posting & mailing of vacancy on social networking sites and online job portals like linkedIn, shine.com, naukri.com, work india & fresher world etc.

* SCHEDULING & FOLLOW UP OF INTERVIEWS
* CONDUCTING ROUND OF INTERVIEWS.
* SALARY DISCUSSIONS & FINALIZATION
* JOINING FORMALITIES OF NEW JOINERS
* ON BOARDING OF NEW COMERS
* DOCUMENTATION PROCESS, RECORD KEEPING, RECORD FEEDING IN HR SYSTEM
* HANDLING EMPLOYEE GRIEVANCES RELATED TO HR ISSUES
* ENSURE ON TIME CLOSURE OF THE SELECTED CANDIDATES
* MAINTAIN EMPLOYEES MASTER SHEET IN EXCEL
* PUBLISHING AND DISBURSING OFFER LETTER
* PUBLISHING AND DISBURSING TRAINING LETTER
* DATA FETCHING OF EXPERIENCE CANDIDATES FOR FULFIL VACANT POSITION IN COMPANY
* CONDUCTING INDUCTION
* MAIL DRAFTING TO CANDIDATES AND MAIL CORRESPONDENCE
* EXIT FORMILITIES AND CONDUCTING F&F OF RESIGNED EMPLOYEES.
* ATTENDANCE AND SALARY SHEET PROCESSING.
* PF AND ESIC.
* MANAGING AND LEADING TEAM OF 6 TO 8 MEMBER.
* COORDINATING IN ALL ADMIN WORK PROCESS
* MANAGING AND ORGANISING OFFICE ACTIVITES, EVENTS AND FUNCTION.
* COORDINATING WITH OTHER DEPARTMENTS HEAD.

# PROFESSIONAL SYNOPSIS:-

A keen planner, strategist & implementer with comprehensive understanding of human resource,Customer Service, and promotions.

# TECHNICAL SKILLS:-

Competition Analysis, Computer Proficiency and Good Team leader.

# MANAGERIAL SKILLS:-

Leadership, Effective Delegation, Creative Thinking, Customer Orientation, Goal & Result Orientation.

# COMPUTER EXPOSURE:-

MS-Excel, Windows-2007 & 2010, MS-Office, Internet.

# EDUCATIONAL QUALIFICATION: -

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| --- | --- | --- | --- | --- | --- |
| **Sr.no** | **Qualification** | **Name of University** | **Year Of Passing** | **Stream** | **Score** |
| 1. | 10th | CBSE | 2011 | All Subject | 55% |
| 2. | 12th | CBSE | 2013 | PCM | 58% |
| 3. | Graduation | RGPV | 2013-17 | CBSE | 70% |
| 4. | Post Graduation | DAVV | 2017-19 | HR & Production | 58% |

**ACHIEVEMENTS:-**

# AWARDED AS MISS LNCT INDORE FOR EVERY YEAR .

* **AWARDED AS MISS STARINDIA MARKET RESEARCH.**

# AWARDED FOR BASKET BALL CHAMPION.

* **AWARDED AS BEST HR AT STARINDIA MARKET RESEARCH & WCS LTD.COMPANY.**

# PROJECT DETAILS:-

Worked in major and minor project for music downloading site

# PERSONAL DETAILS:-

* **FATHER’S NAME** :- Mr.Gulab Singh Meena
* **MOTHER’S NAME** :- Mrs. Sushila Meena
* **DATE OF BIRTH** :- 29/09/1994
* **PERMANENT ADDRESS**:- 3378 Sai Duar Sudama Nagar Indore M.P.-452009
* **CELL NO**:- 9630307162
* **LANGUAGE’S:-** English and Hindi
* **MARITAL STATUS:-** Unmarried
* **HOBBIES:-** Listening Music, Travelling & Net surfing
* **PLACE:-** INDORE