CURRICULUM-VITAE

**Name: Jaya Rai**

**Phone: 7985139939**

**Email: raijaya8765@gmail.com**

|  |
| --- |
| ***Objective*:** |
|  |

To obtain a position that will enable me to use my strong organizational skills, and to seek a competitive and challenging environment where I can serve your organization and establish career for myself.

|  |
| --- |
| ***Work Experience:*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Company** | **Designation** | **Key Responsibilities** |
| 1stJune 2018 –30 Oct 2019  1st Nov 2019 – 29  April 2020  1stJuly-2021-Dec.31st 2021  20-September -2022 – 2nd Jan 2023  1st Feb – 2023-till date | **Forthought realistic coder Pvt. Ltd. Noida.**  **Ajath Infotech Pvt. Ltd. Noida**    **Cortrack Solutions Pvt. Ltd. Noida**  **Psiborg technologies pvt ltd Noida**  **Raylancer services pvt.ltd** | HR Manager  HR Executive  HR Generalist  HR Manager  HR Manager | **Responsible:** Attendance , Leave Management, Salary slip, Joining. Employee Relations, HR Policy, Administration ,Training ,Admin, , Relieving HR Documentation, Induction, Orientation HR Reports, Full n Final Settlement,  HRIS, Recruitment, Petty Cash, Salary Negotiation, Exit Formalities, Probation Confirmation, introducing to various Team / Department, HR Reports, Tacker Database. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Educational Qualifications:*** | | | | | |
| **Year** | **Degree/Qualification** | | **University/Board/School, City** | **Percentage** | |
| 2015-17 | MBA- HR and Finance | | Babu Banarasi National Institute of Management Lucknow | 64% | |
| 2012-15 | B.Sc. (Bio) | | VBSP UNIVERSITY, JAUNPUR | 55.55% | |
| 2010-11 | Intermediate (Bio) U.P.Board | | BBS INTER COLLEGE, JAUNPUR | 63% | |
| 2008-09 | Matriculation U.P.Board | | ADARSH INTER COLLEGE, JAUNPUR | 70% | |
|  | | | | |  |
| ***Projects/Trainings Undertaken:*** | | | | | |
| **Summer Internship**  **(** 2016, 8 week) | | **Company: HDFC Bank Location: Lucknow**  **Project Title: PERFORMANCE APPRAISL** | | | | |
| * Assist the HR manager in planning of Organizational recruitment. * Take the interview of the recruiters. * Make the joining documents of recruiters. * Convey the Policies and rules to the employees. * Maintain the records of employees. * Track the daily attendance of the employees. * Present the employees performance report in front of HR manager. | | | | |
| **Computer Certifications :**   * MS Office (Word, Excel, Power point) * Tally * Internet Surfing   **PERSONAL TRAITS:**   * Good interpersonal skills * Can Work in a multiple-disciplinary team * Adaptable, Ambitious and Hardworking.   **INTEREST AND HOBBIES**   * Dancing * Listening music | | | | | | |

|  |
| --- |
| ***Personal Details :*** |

**Date of Birth :** 08-08-1995

**Nationality :** Indian

**Marital Status :** Single

**Languages known :** English & Hindi

**Current Address :**  New ashok nager , New Delhi 110096