

AKANSHA ARGAL

E-mail akansha.argal@gmail.com/ Mobile:

+918588840214

A position in Human Resources Management where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company

Preferred Location: Ready to Relocate

OVERVIEW

- Human Resource professional working as Senior HR Consultant in Genpact, Noida.
- Exposure of 4 months as HR-Trainee with Kansai Nerolac Paints LTD., Kanpur
- Gained practical knowledge and understanding of HR practices & their documentation through various academic trainings and projects.
- Abilities in handling multiple priorities with a bias for action and genuine interest in professional development.
- A team player, strong analytical, problem solving and organizational abilities.

SCHOLASTICS

- Completed M.B.A (Majors-HR, Minors-Marketing) from STEP-HBTI, Kanpur in 2012.
- B.C.A (Computer Applications) from C.S.J.M.U, Kanpur in 2010.
- XII (PCM) from KV2 Armapur, Kanpur in 2007.
- X from ABPS Jagdishpur in 2005.

ORGANISATIONAL EXPERIENCE

- Working as Senior HR Consultant in Genpact from Dec 2013 till present.

ROLES AND RESPONSIBILITIES-

- Handling all HR related queries of employee benefits(PF, ESIC, Gratuity), C&B, exit, BGC, ex-emp verification, on-boarding, SA, employee engagement .Provide HR advice to employees & Business Managers.
- Drive Internal Audits to review compliance of Processes & Report Gaps.
- Assist in tracking employee escalations & take proactive steps to control escalations.
- Ensuring proactive employee communications on Organization's process & policies.
- Process handling in exit formalities of employees.

- Worked as HR-Trainee in Kansai Nerolac Paints Limited (KNPL) from May 2011 to Aug 2011.

PROJECTS & TRAINING

- Project Title A study of visual standardization and implementation of Seikutsu at New Emulsion Paint Block of KNPL
- Organization KANSAI NEROLAC PAINTS LTD., KANPUR

Duration 4 MONTHS

Brief Description It included the implementation of Visual Standardization practices practically in the real system - to set in order and shine activities daily to keep the workplace in perfect condition and to make use of visual control systems to be in compliance with the established standards.

- Project Title Brand preference of Sony LCD TV

Organization course-project.

Duration 2 months

Brief Description It was a research report made to understand the brand preference of customers with regard to SONY LCD TV. It helps us to know what is the basis on which a customer chooses a particular brand when he/she purchases a new LCD TV.

- Project Title On-Line Mobile Shopping

Organization HCL

Duration 6 months

Brief Description Developed a website named “on-line mobile shopping” customized with user-friendly features which enable users to purchase mobiles online facilitated with enhanced features.

IT SKILLS

MS-Office, Application programming through C++, HTML, ADO.NET, Internet

BEYOND CURRICULAM

- Attended seminar on “Learner’s Centered Teaching Methodologies - A Need for Dynamic Management Education System.”
- Attended workshop on “Career Avenues & Placement Opportunities”. Organized at S.T.E.P-HBTI, KANPUR, 2011.
- Attended seminar on “Quality Management.” Organized at S.T.E.P-HBTI, KANPUR, 2011.
- Volunteered for a Social Project - ‘Friends for Sight’ (International NGO) headed by Dr. Awadh Dubey (IMA).

PERSONAL DOSSIER

Date of Birth : 03-04-1989

Linguistic skills : English Hindi.

Present Address : J block, near Noida Stadium, Sec-22, Noida.

Permanent Address : H-56, Avas Vikas, Kalyanpur, Kanpur, U.P.