



PRITY KUMARI

SENIOR HR EXECUTIVE

PROFESSIONAL EXPERIENCE

- MBA in Human Resources Management with 4years professional experience in Human Resources and Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.

WORK EXPERIENCE


Senior HR Executive - GITELENET PVT LTD


Sept-2022- Present

Implement functional HRMS and internal databases across all departments and locations


Oversee our payroll and performance evaluation systems

- Develop plans and policies for matters such as employee compensation, benefits, health, and safety, etc.
- Supervise HR personnel and provide expert guidance.
- Oversee all the HR activities, initiatives, systems, and tactics.
- Maintain and coordinate all activities within the HR department.
- Develop and implement strategies for performance evaluation, staffing, training, and development, etc.
- The ability to lead the development of effective employment policies.
- The confidence to provide sound professional advice.
- Managing the recruitment and selection process
- Planning and created hiring.
- Policy development and documentation payroll management.
- Leave management
- Employees engagement
- Performance reference checks.

 9708501572

 pritykumari.sharma0125@gmail.com

 <https://www.linkedin.com/feed/>

 New Ashok Nagar Gali No-27 House No-279 New Delhi -110096

SKILLS

- Human Resource policies
- MS Office
- Positive Attitude
- Management Skill
- Able to work under pressure
- ·Adaptive in nature
- ·Good Communication
- ·Adaptive in nature

LANGUAGES

- English
 - Hindi
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Sr HR Executive - Myparkings

March 2022- Sept2022

- Recruitment process management
- Making Offers and negotiations
- MIS and Database management
- Management of induction process for new hires
- Orientation.
- Policies & processes
- Attendance and Month End report

HR Executive -

BRIGHT WESTECH SOLUTION PVT LTD

July 2020- Feb 2022

ROLES AND RESPONSIBILITIES -

- Responsible for End to End recruitment life cycle carousal levels (Job posting, sourcing, screening, short listing and evaluating the profile).
- Ensure proper induction of new join & documentation and maintenance of personal file.
- ID card issuance.
- Maintenance of Employee records, Employee Master File & Statuary HR Records, ESI and PF Records of employee.
- Use HR software to manage payroll and employee benefits, including bonuses, leaves, and absences of employees.
- Managing payroll of the employees.
- Preparation and providing of need based reports and furnishing of various information to the Management.
- Coordinate increments and promotions of all staff.
- Develop compensation and benefits plans.
- Handling bio-metric registrations.
- Assist in development and implementation of human resource policies.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Organize quarterly and annual employee performance reviews.
- To complete separation/exit formalities of employees.
- Handling office administrative works.

HR Recutiter LOCADIA TECHNOLOGY PVT.LTD.

April -2019 - July 2020

ROLES AND RESPONSIBILITIES –

- Ensuring proper documentation and maintenance of personal file of employees.
- Responsible for End to End recruitment life cycle across all levels (Job postings, sourcing, screening, short listing and evaluating the profile).
- Responsible for time and attendance enrollment, leave management, payroll of employees, Checking & Maintaining of Overtime & late coming reports, Absenteeism.
- Providing and arranging training and development process as per requirements

EDUCATION

BACHELOR IN SCIENCE | R.S.L.Y COLLEGE BAKHTIYARPUR (MAGADH UNIVERSITY)
YEAR OF PASSING- 2017

**MASTER IN BUSINESS ADMINISTRATION | NETAJI SUBHASH INSTITUTE OF BUSINESS
MANAGEMENT (JAMSHEDPUR) - KOLHAN UNIVERSITY CHAIBASA**
YEAR OF PASSING- 2019

INTERNSHIP

SUMMER INTERSHIP PROGRAM | V2 RETAIL

15TH MAY 2018 – 15TH JULY 2018

Internship in HR

PERSONAL DETAILS

Husband Name	:	MR. Pranav Kumar
Date of Birth	:	10th MARCH 1995
Languages Known	:	English and Hindi
Nationality	:	Indian

DECLARATION:

All the above information is true to best of my knowledge and in case of any discrepancy, I shall be solely responsible.

Place- Noida

Date :- 5-12-2023

PRITY KUMARI