Akanksha Rawat

**HR & ADMIN EXECUTIVE**

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# PROFILE SUMMARY

5+ years of experience in HR & Admin Executive in FMCG Sector with strong professional growth can be achieved with full dedication & to be good in whatever responsibility assigned to me.

# EXPERIENCE

HR & Admin Executive

**Life Care Group**

 Oct 2017 – Aug 2022 Pune,Indore

### Maintain monthly attendance of workers,trainees & officers.

### Maintain Preparing various type of letters like Offer letter,Appointment letter, Confirmation letter, Increment letter, Transfer letter,Warning letter,Showcase notice,Experience letter,Relieving letter.

### Maintain personal record of new join Employees

### Monitoring the overall Induction & Joining formalities of new join Employee

### Maintain all reimbursement registers.

### Daily update attendance in system.

### Prepration of full and final settlement generation of Experience letter,Relieving letter.

### Daily line wise manpower allocation.

### Handling Manpower planning and plan for proper sourcing method.

### Handling all types of bills & process for payment.

### Keeping track of Confirmation,Appraisals and increment of Employees.

### Coordination with Technical Panel and understanding their requirements defining job positions.

### Resoursing,screening and shortlisting resumes through various Job portals or else internal reference.

### Shortlisting resumes & conducting interview in coordination with heads.

### Completing Joining formalities & Documentation.

### To Conduct Training programs through internal & External faculties on various training need topic as per training plan.

### Maintain the record of training like attendance,Feedback,Effectiveness & Evaluation by immediate Supervisor.

### Issuing Training certificate after completion of training.

### Coordinate background check of new employees.

### Performs day to day administrative & Clerical work.

# EDUCATION

B.Tech. in E.C.E with 73.46%

**Bansal Engg. College**

M.Tech. in D.C with 70.00%

**TIT Engg. College**

PG Diploma with 70%

**DIGITAL College**

# LIFE PHILOSOPHY

*“Try not to become a man of success, but rather try to become a man of value. - Albert Einstein”*

# MOST PROUD OF

**Won Multiple accolades from the Seniors at Life Care Group**

**Participate regularly at CSR activities**

**Successfully completed Training Certification**

**Keep conducting team building**

**activities to maintain healthy mental environment in team.**

# STRENGTHS

Positive and Problem Solving Attitude

Team player

Excellent in handing team

Motivator and Leader

## Time Management

# WORK SKILLS

**Organisational, Problem solving,Training & development, Empathic,LeadershipRelationship, Onboarding, HRIS,Advising, Keep learning,Record keeping,HR Operations,Feedback**



# TOOLS EXPERTISE

**MS Excel,MS Word,MS Powerpoint,HRMS, Power BI**

