

# PRIYA RATHORE

## HR Assistant

A meticulous and highly skilled employee, whose role is pivotal to the workforce as they manage every aspect of the employment process, including orientation, and training of new staff members, and managing the payroll system. Champion of excellent communication and organizational skills, resulting in wonderful management of the work environment.

+91-9876543210

rapriya@gmail.com

New Delhi, India

 [LinkedIn](#)

### EMPLOYMENT HISTORY

#### HR Assistant

##### Nexa Power Incorporation

Jul 2021 - Present | New Delhi

- Supporting all internal and external HR-related inquiries or requests.
- Maintaining digital and electronic records of employees.
- Serving as a point of contact with benefit vendors and administrators.
- Assisting with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Process payroll and resolve any payroll errors.

#### Staffing Recruiter

##### Tetra Helping Hands Pvt. Ltd.

Jul 2019 - Jun 2021 | Mumbai

- Identified future hiring needs and developed job descriptions and specifications.
- Collaborated with department managers to compile a consistent list of requirements.
- Attracted suitable candidates through databases, online employment forums, social media, etc.
- Conducted interviews and sorted through applicants to fill open positions.
- Assessed applicants' knowledge, skills, and experience to best suit open positions.

#### Staffing Coordinator

##### Reluntech Solutions

Jun 2018 - Jun 2019 | Mumbai

- Determined the company's staffing needs and developed a staffing strategy.
- Prepared work schedules and ensured staffing requirements are met.
- Ensured that all staffing decisions complied with company policies and regulatory standards.
- Assisted with employee recruitment, training, and performance evaluations.

### COURSES

#### Human Resources and How to Manage them?

Indian Institute of Management  
2018

### EDUCATION

#### MBA in Human Resources

Indian Institute of Management, Indore  
Jul 2016 - May 2018

#### BBA in Management

University Of Mumbai, Mumbai  
Jul 2013 - Jun 2016

### SKILLS

- Performance Management
- Payroll Processing
- Employee Management
- Personnel Actions
- Clerical Support
- Safety Planning
- Administrative Tasks
- Labor Relations
- Disciplinary Procedures

### LANGUAGES

- English
- Hindi