CURRICULUM VITAE



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Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

Abilities

- Developed strong problem solving and analytical abilities through sustained academic experience
- Enjoy working successfully in diverse teams, both as a member and a leader, thus enhancing knowledge & people connectivity.

WORK EXPERIENCE

Reva Industries Limited, Plot no. 28, Sector-25, Faridabad as a Trainee - HR from Feb 2014 to April 2014.

Mega Forge Pvt Ltd, Plot no. 9, Sector-27A, Faridabad as HR Executive from May 2014 to March 2016.

Oswal Castings Pvt. Ltd, Plot no. 48 - 49, NIT Industrial Area, Faridabad as HR Executive Faridabad from April 2016 to June 2017.

Raaj Industrial Lubricants Ltd, Sector-58, Ballabgarh as HR Generalist from July 2017 to till date.

Job Responsibilities

Recruitment:

• Managing Entire Life cycle of Staffing which includes coordination with various functional heads, short listing the profiles & subsequent interviews to understand the candidate needs & accordingly match the job requirements in hand, making the candidates go through the interview process, salary negotiation, finalizing offer letter and following up till candidate joins.

Time office:

- Maintaining the leave record of employee.
- Handling & Maintaining personal records & files.
- Handling Time office management in the organization.
- Well versed with Payroll Systems.
- Responsible for Exit Formalities with full & final settlement.

Joining & Induction / Orientation:

Conducting the joining formalities for employees, documentation adhering to statutory compliance.

Payroll System:

- Good knowledge of Attendance Software maintains the Punching machine and makes new punch card for new joined.
- Maintain ERP, make new masters in ERP, make salary, increments, confirmation etc.
- Handling Welfare enmities (ESIC, PF,LWF, Bonus, etc)

Training & Development:

- Coordinating Induction Program for new Joiner's.
- Developed long term relationship with employees through personal interaction and close proximity.
- Organizing Trainings as per schedule.
- Organizing General, Behavior & Functional training.
- Scheduling Suggestion Scheme training on regular basis.
- Motivational Video training on various topics.

Employee Engagement Activities:

- Manage & organize the Suggestion scheme for company welfare.
- Arranging Reward ceremony for Employees & Shop Floor Associates to motivate them.
- Carrying various welfare activities like arranging birthday parties, New Year celebrations and other events in the organization.
- To arrange & coordinate 5's competition.

General Administration:

- Supervision of Housekeeping on the shop floor as well as in office premises.
- Preparing the various PR as per requirement of HR Department.
- Administration of Company's Pantry & Horticulture etc.
- Successfully organizing various events in Company.

SCHOLASTIC RECORD

2013	MBA (HR)	MDU, Rohtak	68%	First Division
2011	BBA (Computer Aided Management)	MDU, Rohtak	73%	First Division
2008	XII (CBSE)	Aggarwal Public School, Blb	78 %	First Division
2006	X (CBSE)	T. R. A. K School, Blb	65%	First Division

Computer Proficiency:-

- Working on HR Payroll Software (STAR LINK).
- Worked on Payroll software (ERP-FINSYS)
- MS-Office (MS-Word, MS-Excel, Power Point), Internet, Job Portals (Naukri.com).

SUMMARY

Interest & Hobbies	Interacting with • people Surfing • internet Making new • friends
Personal Details	Father's Name: Mr. N.D. Nagpal Date of Birth: 26th July 1991 Marital Status: Single Address: Ballabgarh, Faridabad

Declaration:

I hereby declare that the above information is true to best of my knowledge.

Date:	Niharika
Place:	