

Richa Tiwari

Address: -Chandhere Complex, Viman Nagar

Dist.: -Pune, MH

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Career Objective:-

To achieve professional excellence with the best utilization of my knowledge, potential and skills thereby contributing my best toward the field of HR and the organization.

Career Summary:-

I have total 1.4 Years of experience into Human Resources Domain with rich experience into HR Generalist, Talent Acquisition and HR Admin role.

Qualification:-

- ❑ Completed Post Graduation in MBA (HR and Marketing) at from Rani Durgavati Vishwavidyalaya (RDVV) in 2018 with First class.
 - ❑ Completed Graduation in Bachelor of Commerce from Rani Durgavati Vishwavidyalaya (RDVV) in 2014 with First class.
 - ❑ Completed HSC Course in Commerce from CBSE Board in 2011
 - ❑ Completed SSC From CBSE Board in 2009
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Skills Summary:

- Possess exceptional communicative skills and abilities in handling various kinds of works
- Expert in preparing and handling HR policies and strategies
- Uploading Profiles in company Taleo, Maintaining Excel Tracker.
- Good Experience in HR-related activities such as leaves and compensation and resolve any issues that may arise and maintain confidentiality in case of Employee Grievances.
- Hard-working, creative, and determinant enough to look after planning and HR responsibilities.
- Skilled and competent in different Microsoft packages like MS-Outlook, MS- Excel and other MS-Office software packages
- Proficient in handling Employee Background Verification Activities, Employee safety, welfare, and wellness education.
- Efficient in supervising and maintaining documentation, communicating with employees at professional level.

PROFESSIONAL EXPERIENCE:-

Organization Name: Mancor Consulting Services

Designation: Management Trainee

(Feb 2018 —29th May 2019)

Job Responsibilities:

Duties and Responsibilities:

- Recruitment and Onboarding
- Responsible for salary negotiation
- Understanding the requirement of the client in the organization(Major IT and Investment Bank Client)
- Responsible for sourcing the CVs through job portals like Naukri, LinkedIn, internal database, Monster and references.
- Screening the candidates sourced through portal.
- Scheduling and coordinating interviews and follow ups with the candidates.
- Maintaining and updating the database of the candidate tracker and hirecraft.
- Coordinating till final round of interviews and on-boarding.

Organization Name: Spicer India Pvt Ltd.

Designation: HR Intern- **GPTW Project was handled by me here.**

(July 2017 to Nov 2017)

Job Responsibilities:

- Participated in all meetings for employee grievances redressal and procedure.

- Assisting with Induction, On-Boarding and training and Development.
 - Creating employee files and records.
 - New employee data entry in HRMS.
 - Maintenance of Employee files.
 - Responsible for maintaining confidentiality regarding employee records and employment issues.
 - Other projects as assigned like HR Admin, Bill Settlement, Reimbursement etc.
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Achievement :-

- Won Aspiring achiever of the month for achieving 100% Target for the Month of August.
 - Won Aspiring achiever of the month for achieving 100% Target for the Month of December.
 - Won Aspiring achiever of the month for achieving 100% Target for the Month of March
 - Won Aspiring achiever of the month for achieving 100% Target for the Month of April.
 - Won Achiever of the month for achieving more than 100% Target for the Month of May.
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PERSONAL PROFILE:-

Date of Birth: - 02nd Aug 1994
Language:-English, Hindi.
Hometown: Jabalpur

HOBBY AND INTEREST:-

Travelling, Listening Music, Interacting with people and Singing.

DECLARATION:-

I do here by declare that the particulars of the information and facts stated here in above are correct and complete to the best of my knowledge and belief.

Signature

Richa Tiwari