



Pritika Gulati

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Educational Qualification

- Completed MBA in HR and Marketing from Guru Gobind Singh Indraprastha University (GGSIPU) in 2017.
- Completed Bachelor Of Journalism & Mass Communication from Guru Gobind Singh Indraprastha University (GGSIPU) in 2015.
- Completed 12th standard from C.B.S.E. Board Delhi in 2012.
- Completed 10th standard from C.B.S.E. Board Delhi in 2010.

Training & Internship Projects

- HR Department – **Globe Capital Market Ltd** for 6 weeks during MBA Programme.
- News Agency – **United News Agency of India (UNI)** for 4 weeks during BJMC Programme.
- PR Agency – **Imaginarium Effex** for 6 weeks during BJMC Programme.

Area of Expertise

- Employee life cycle management
- Employee engagement activities
- HRMS tool
- HR operations
- MS office applications

Career Progression

Currently worked with Stellar Information Technology Pvt. Ltd. Gurugram from January 2018 till January 2020

Key Responsibilities as HR Executive: Handling HR Operations

Work Highlights

- Employee Pre-joining Activities: Facilitating multiple round interviews and written tests, coordination work for background verification, Salary and work terms discussion, issuance of Appointment letters, Confirmation letters etc.
- Employee Orientation Activities: Conducting employee orientation, facilitating joining formalities, updating and regularly maintaining of employee master database (personal file, personal database).
- New Joiner HR Activities: Verifying documents and updating the complete details of the new joiners in HRMS, interdepartmental coordination for new joiner activities, such as - email creation and issuance of ID card.
- Healthy Work Environment: Regularly interacting with the new joiners and maintaining work friendly environment.
- Women's Safety Protocols: Ensuring the practices of sexual harassment policy at work.
- Issuing administrative letters: Warning letters, termination letters, address proof letters, employment proof letters, transfer and relocation letters.
- Exit process activities: Taking care of employee exit formalities including exit interview, documenting feedback, coordinating with handing over of company's assets and knowledge transfer.

Employee Engagement

- Instrumental in organizing monthly, quarterly and annual Reward & Recognition events.
- Organizing recreational activities on employee birthdays, festival celebrations, sports day etc.
- Organizing active employee participation in health checkup camps, blood donation camps, dental and eye checkups.
- Resolving grievances and everyday employee queries.
- Executing grievance escalation based on nature and level of complaint.