



PANKITA KHURANA

HUMAN RESOURCE
EXECUTIVE

PERSONAL PROFILE

A degree qualified HR professional who can oversee attraction, documentation, induction, payroll and retention of a company employee's. As a professional having mindful of confidential nature of HR work at both the operational and strategic level. Right now looking for the new opportunities with an ambitious organization.

CONTACT INFORMATION

Cell: +91 8427535008
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Current Location- Gurgaon, Haryana
Hometown Location- Ferozepur, Punjab

SKILLS AND ABILITIES

- Microsoft Office Programs
- Retention, Absence Management & Data Entry
- Employee selection & Development
- Keen to have new learnings
- Ability to work under pressure
- Proven ability to build relationships at many levels

EMPLOYMENT HISTORY

Human Resource (Intern)

The Capital Box (March 2020 - June 2020)

- Updating employee database by inputting new employee contact and details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews of shortlisted candidates.
- Posting job advertising to job portals and social media platforms.
- A detailed study on the Role of rewards and recognition in the organization.

Human Resource Executive

ODN Digital Services (January 2021- Present)

- Gather payroll data like leaves, working hours, and bank accounts.
- Post, update, and remove job ads from the job boards, career pages, and social networks.
- Handling End to End Recruitment Process - Initial Screening, Scheduling, Salary Annexure, Employee verification, Salary discussion & Offer letter.
- Responsible for Induction of new joiners.
- Collecting all documents and updating in on the portal.
- Prepare HR-related project reports, offer letters, relieving letters & confirmation letters.
- Review and distribute company policies in digital formats.
- The organizer of several events- Monthly meets, Birthday Planning, and Townhall of the year.
- Address employee queries about benefits (like the number of remaining vacation days, salary deductions, and overtime details).
- Update the internal database with new employee information, including contact details and employment forms

PREVIOUS EDUCATION

Icfai Business School, Gurugram

MBA, HR (April 2019-Feb 2021)

Dev Samaj College, Ferozpur

B. SC (Non Medical) (March 2015-March 2018)

- Vice Head Girl Student Council
- Art of Living Member
- Member of social contributor society