

Poornima Puri

HR Executive at PVR Cinemas

40 Months of Experience in Recruitment, Onboarding, Induction, Training, Payroll Management, Employee Grievances.



✉ poornimapuri23@gmail.com

📞 +917838998224

📍 New Delhi

WORK EXPERIENCE

HR Executive PVR Cinemas

11/2015 – Present

PVR Cinemas is the largest and the most premium film exhibition company in India

Achievements/Tasks

- End to End Management for Gurgaon PVR Cinemas
- Directly supervised a team of Business HR Associate for Gurgaon Cinemas.
- Responsible for recruitments which included searching different job portals for the candidates for different posts, maintain a database of all the candidates and following up with them and scheduling their interview.
- Responsible for Preliminary rounds to qualify the candidates. Accordingly, Department Manager take the final Interview.
- Sourced, interviewed, hired qualified candidates & negotiated offers and closed hires mainly for Operations & Engineering.
- Conducted all benefits training, open enrolment and administration . Conducted new hire orientations and exit interviews.
- Coordinated the completion and submission of all HR related paperwork to Payroll, HRIS and Kronos.
- Analysed process gaps in day to day HR work flow and adopted improvement measures.
- Received "Employee of the month" for Consistent Contribution to employee engagement & Timely Payroll Management.
- Proactively coordinated, managed, and provided administrative human resources duties to ensure smooth operations and achievement of daily objectives.

INTERESTS

Travelling

Food

Reading

Photography

Cooking

SKILL & KNOWLEDGE

Employee Relation	●	●	●	●	○
Teamwork & Collaboration	●	●	●	●	○
Recruitment	●	●	●	●	●
Induction & Training	●	●	●	●	○
Payroll Management	●	●	●	●	○
Problem Solving	●	●	●	○	○
Communication	●	●	●	●	●
Negotiation	●	●	●	●	○
Analytics	●	●	●	●	○
HRIS	●	●	●	●	○
Engagement Activities	●	●	●	●	○
Microsoft Excel	●	●	●	●	○

EDUCATION

MBA in Human Resources & Marketing

GGSIPIU - MERI, New Dehi

08/2013 – 08/2015

75%

BBA

GGSIPIU-Jims, Vasant Kunj

08/2010 – 08/2013

78%

Intermediate

Kalka Public School

04/2009 – 03/2010

65%

Marticulation

Kalka Public School

03/2007 – 04/2008