

RESUME

Abhilasha Nautiyal
House No A- 33,
South Extension Part 1,
New Delhi,
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Career Objective

- To Seek in Challenging and responsible position where I can apply and improve my knowledge and skills to contribute to a dynamic any growth oriented organization.

Profile Summary

- EPF, ESIC, GRATUITY, BONUS, SALARY, PAYROLL, JOINING, EXIT FORMALITY, LABOUR LAW, EMPLOYEE RELATION, EMPLOYEE RETENTION, RECRUITMENT.

Working Experience

- Worked with Alpha Facility Services as HR Executive from June 2013 to December 2014.
- Worked with GMP Pharma (I) Pvt Ltd. as Sr. HR from December 2014 to September 2017.

Roles And Responsibility

- Preparing Salary Sheet of the Staff.
- Maintaining Attendance and leave Record.
- Controlling Absenteeism of the employee.
- Coordinate with finance department for full and final settlement of resigned employees.
- Maintain Employees Record.
- Time to Time meeting of Employees.
- Receive Manpower requisition from head of the department for requirement in their departments.
- Prepare action Plan for requirement, Selection and discuss the same with top management.
- Assist management in conducting interviews, final selection of candidates, making offer letters and follow up the selected candidates.
- Scheduling the final interviews of the short listed candidates.
- Ensure completion of joining formalities for new entrants and induction.
- Issuing letter of appointments and maintain personal files of new Joinees with all relevant Documents.
- Policy Formulation.

Professional Qualification

- MBA in Human Resource Specialization from UTU University 2013.

Educational Qualifications

- Passed B.Com from HNB Garhwal University in 2011.
- Passed Secondary School from I.S.E Board in 2008.
- Passed High School from ICSE Board in 2006.

Computer Skill

- Basic Knowledge of Computer Applications
- MS- Office
- PowerPoint

Strengths

- Dedication and Sincerity towards assigned job, Cool head under Pressure/ Stress conditions.
- Quick Learner

Personal Details

FULL NAME	ABHILASHA NAUTIYAL
FATHER NAME	LT. S.M NAUTIYAL
MOTHER NAME	NIRMALA NAUTIYAL
DATE OF BIRTH	4.12.1990
GENDER	FEMALE
PERMANENT ADDRESS	111 VANI VIHAR RAIPUR ROAD DEHRADUN
NATIONALITY	INDIAN
MARITAL STATUS	SINGLE
LANGUAGE KNOWN	HINDI AND ENGLISH
HOBBIES	COOKING AND DANCING
PRINCIPAL	BE NICE FOR NO REASON

DECLARATION – I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief.