

Curriculum vitae

ANKITA BUCHASIA

Date of birth-22nd September, 1990

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CAREER OBJECTIVE

To gain sound knowledge and be a successful person in all the aspects of life. To be Dedicated and Focussed while utilizing my skills and abilities, being resourceful, innovative and flexible in an organization.

PROFESSIONAL QUALIFICATION

Full-time **Masters in Personnel Management & Industrial Relations (MBA in HR)**, Banaras Hindu University, Varanasi.

EXPERIENCE

Currently working at **Aditya Birla Pantaloons**.

Responsibilities:

- Managing End - to - End Recruitment life cycle in co-ordination with all the Departments for sourcing the best Talent from diverse sources.
- Taking interviews and shortlisting Candidates for Next Level, Responsible for complete on boarding process right from explaining job responsibilities to issuance of offer letter and Appointment Letter.
- Maintaining HR automation by Preparing and maintaining weekly and monthly MIS Reports, updating HRIS & maintaining personal files of employees.
- Adherence to Statutory Compliances by Ensuring all the Registers, Abstracts, Licenses are updated.
- Involved in Performance Appraisal by Monthly Goal setting, Mid Term Review and Annual Review.
- Planning and carrying out creative activities aimed towards individual and Team motivation like GO GREEN activity and Fashion Show as Employee Engagement activity.
- Employee Training and Development by Need identification through skill gap analysis and preparing Training Calendar.
- Organisational Development through Conducting surveys and Questionnaire to measure Employee Satisfaction, Organizational Effectiveness, Efficiency and attainment of overall objectives.
- Preparing Perksheet and R&R sheet monthly and also the data for Payroll.

ACADEMIC QUALIFICATION

Qualification	Name of the College/ Universities/Board	Year of Passing	Percentage /CGPA
M.P.M.I.R.	Banaras Hindu University	2013-2015	8.33
B.Com(Hons)	Tilkamanjhi Bhagalpur university	2009-2012	74.63%
12th	St.Joseph's School (I.S.C)	2007-2009	87.83%
10 th	St.Teresa's School (I.C.S.E)	2007	78.83%

CERTIFICATION

- NIIT 'O' LEVEL from National Institute of Communication and Information Technologies, Bhagalpur (2011-12).
- **Diploma in French from Alliance Franchise , New Delhi.**

SUMMER INTERNSHIP PROJECT

- **Summer Intern ENGINEERS INDIA LIMITED. 2June, 2014- 25 July,2014**
Project Title: Employee Retention
 - Identified Employee Grievances through Interview process.
 - Developed a presentation for knowing which areas in the Human Resource Department needs to be focussed upon.
 - Found out which Department in the organization is facing acute work pressure.
 - Analyzed the Promotional Policies and Employee Retention at different levels of the organization.
 - Provided suggestions for the improvement of factors affecting the Employees at work as per the interview and the questions asked from them.
 - My **Areas of Focus** were Performance Evaluation, Talent Acquisition, Payroll,Recruitment,Employee Engagement,Training,Laws and Acts applicable and all other facets of Human Resource Department.

AWARDS AND ACHIEVMENTS

- **College Topper securing 74.63%**
- **Third topper in Higher Secondary (I.S.C).**
- **Won 1st and 2nd prize in interfaculty Badminton Tournament BHU.**
- **Won 3rd prize in "Spandan" (intra University competition) in Western vocal solo and Western group.**

POSITIONS OF RESPONSIBILITY

- Student Placement Coordinator at M.P.M.I.R BHU, 2013-15
- Team Lead at the Inter Faculty fest of Banaras Hindu University "Spandan", 2014.
- Student co-coordinator for workshop on "**Grooming the Gen-Next leaders**" at FMS, BHU 2014.
- Anchoring throughout Academics.

WORKSHOPS

- Participated in National conference on current Human Resource Management practices conducted in PMIR Department,BHU
- Participated in National Workshop on "Personality Development" .
- Participated in workshop conducted by World Bank.

SKILLS

- **Technical-** Microsoft Excel, Microsoft Word and Microsoft PowerPoint.
- **Soft Skills-**Communication, Interpersonal and Analytical Skills, Problem Solving Ability, Quick learner, pragmatic.
- **Linguistic Skills-**Hindi, English ,French