

ANKITA JAIN

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CARRIER OBJECTIVE

To work in an environment which is innovative and challenging in order to learn and achieve professional excellence using my interpersonal and organizational skills. To make a significant contribution to the organization to reach the top most level of success in today's competitive era and to serve the organization in best way with my sheer determination and strong commitments.

EXPERIENCE

MARCH 2017 – CUREENTLY WORKING

HR ADMIN EXECUTIVE, HOLYLAND MARKETING PVT. LTD.

Job Responsibilities

- Handling joining formalities & documentation of all employees.
- Handling F&F, termination, joining & exit formalities of employees.
- Keeping the payroll administration system updated with technological enhancements.
- Handling payroll and process the same in Tally ERP.
- Reconciliation after payroll process.
- Responsible for handling confidential information, assisting with developing and maintaining customer relationships with professionalism attention to detail with a sense of urgency in a tactful, professional manner.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.

JANUARY 1ST, 2016 – MARCH 31ST, 2016

HR EXECUTIVE, TALENT LABS

Job Responsibilities

- Screening the resume.
- Monitoring job description.
- Short listing the candidate.
- Conducting interviews.
- Follow up with candidates.
- Joining formalities of candidates.
- Prepare job description.

MAY 1ST, 2015 – JULY 15TH, 2015

HR TRAINEE, INDORAMA SYNTHETICS PVT. LTD.

Job Responsibilities

- Documentation of employees.
- Recruitment.
- Try to understand what is full and final settlement of employees.
- Understand the salary breakups.
- Wages/ expenses computation.
- Issuing letters like confirmation, appointment, training certificate of employees.

NOVEMBER 1ST, 2012 – DECEMBER 31ST, 2012

HR TRAINEE, CLARKS FUTURE FOOTWARE LTD.

Job Responsibilities

- Documentation
- Recruitment

EDUCATIONAL QUALIFICATION

MAY 2016

PGDM/MBA, APEEJAY INSTITUTE OF TECHNOLOGY OF MANAGEMENT SCIENCE

DECEMBER 2014

BBA, MAHARISHI DAYANAND UNIVERSITY

TECHNICAL KNOWLEDGE

Tally (Accounting Software)
Payroll Software
MS Office
Internet applications

KEY STRENGTHS

- Aggressive to take new task/challenges.
- Team player.
- Sincere & Smart Working.
- Willingness to learn new things.
- I like to work in tally software
- Ability to meet deadlines.

The particulars and the information given above are true and are best of my knowledge and belief.

Date:

(ANKITA JAIN)