

## **RESUME**

### **Pallavi Chaurasiya**

H.N 104 Shikandrpur

Ghoshi Gav DLF Phase-1

Numberdar Gurgaon Pin-22002

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Mob No: 07503476775

## **OBJECTIVE**

Seeking a position in the HR sector that offers professional growth, where I can utilize my abilities. I want to be an inherent part of the HR industry and contribute towards the growth of the organization as well as the industry.

## **PROFESSIONAL PROFILE**

A) Currently working as Admin and HR executive from Nov 2014 to Till -Now with Company Name **Infinite IT Solutions Pvt. Ltd**

**Job responsibilities: - Designation:** Admin Executive & HR Executive

1. **HR Activities:** HR Administration/ Recruitment/ Induction & Orientation/ / Exit Process.

➤ **HR Administration-**

- Offer letter release, bank account opening, ID card coordination, sending details to the top management.
- Verification of documents and employment screening/background, verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary.
- Prepare monthly salary of employees.
- Increments, Promotions, Confirmations, etc

➤ **Recruitment:** - According to requirement of company, call the right candidate and coordinate with team for processing of the interview process and get the best candidate.

➤ **Induction & Orientation**

- Plan, organize, and conduct induction Programmed, devise the orientation plan for the new joiners.
- Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance/outlook mail, assign Mentor as per the respective department wise.

➤ **Exit Process**

- Conduct, document, and analyze exit interviews, and check complete information share of their work with concern person who his/her handling their work.

2. **Admin Activities:**

- Perform the task of maintain administrative records of the organization.
- Adept at handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.
- Prepare invoice for clients.
- General filing and other administrative duties.
- Daily correspondence via email and telephone.
- MIS – Attendance, Incremental summaries on basis of performance, data compilation.
- Performing the multifunctional tasks under this role which contains regular day to day work, HR and admin related tasks and parts of financial operation,
- Handling Financial Operations like Prepare GST monthly and quarterly basis, check with bank statement In and Out of income.
- Handling Cash Expenses prepare the sheet and filing all the expense.

## **TECHNICAL SKILLS**

- Computer basics, MS Word, MS PowerPoint, Internet Applications, E-Mail,
- MS excel: Vlookup, formula, report preparation and analysis
- Web Server Knowledge: - Domain Registration, Website Hosting, Email Creation on server and another server activity.

**B)** Working Experience: As an Admin cum Back Office Executive with Company name JN. ASSOCIATES. Varanasi From Oct-2013 To Sep-2014

**Job responsibilities:**

- Responsible for managing incoming and outgoing mails
- Responsible to tracking all the mails.
- Perform the task of maintain administrative records of the organization.
- Perform another administrative task as required
- Maintain customer relationships to solve their queries related to mails though telephonic or e-mail communication.
- Sending detailed report of reports to reporting manager.
- In the 1<sup>st</sup> week of every month prepare and check all bills of vendors of several account code of company.
- Maintain all excel records.
- Preparing Reconciliation end of Month.

**SUMMER TRAINING**

I did my six-week summer training from **Diesel Locomotive Works Varanasi UP.**

**Project title:** - “Industrial Relation and Personnel Management”.

**Description:** - In this report my focus was to analyze the industrial relationship with their employee and their organization.

**Responsibilities:** -

- 1: - Collect the data by direct personal investigation.
- 2: - Classification, tabulation, analysis and interpretation of data.
- 3: - Analyze through pie chart and tabular.
- 4: - Draw conclusion based on analysis

**EXTRA-CURRICULAR ACTIVITY**

Active participation in various Sports in my school and Cultural activities in a College.

**ACADEMIC PROFILE**

Year	Qualification	Board	% of Marks obtained
2011-2013	M.B. A	GBTU	68%
2007-2010	B.B. A	V.B.S Purvanchal University	70.2%
2007	12 <sup>th</sup>	U. P	61%
2005	10 <sup>th</sup>	U. P	59.6%

**PERSONAL DETAILS:** -

Father Name: - Mr Bhupendra Nath Chaurasiya

Date of Birth: - 29/09/1991

Marital Status: - Single

Contact Address: - H.N 90/1 Near Hotel Ashiyana Dharmashala Road Mughalsarai, Dist-Chandauli

Language Known: - Hindi, English

**Declaration**

I hereby declare that the information stated above is true to the best of my knowledge.

Place:

Date:

**Pallavi Chaurasiya**