

# Pooja Choubey

## **MBA with 1 year Experience**

India

[poojachoubey83\\_uen@indeedemail.com](mailto:poojachoubey83_uen@indeedemail.com)

9711329216

To enhance the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, creativity, hard work and utmost endeavors in the task entrusted to me.

## Work Experience

---

### **HR Operation - 3 Month Internship**

VERTO BIZSERV

August 2018 to November 2018

Working as a HR Operation Executive in VERTO BIZSERV from 10 Dec18 to till now.

#### Key Responsibility

- PF, ESIC
- Handling salary slip issues of employee
- Welcome mail of new joiners on daily basis.
- Account updation of new joiners on daily basis.
- Documentation & Compliance of Outsource Employees
- On-boarding File.
- Joining formalities & Exit Formalities
- All types Of Letters
- Employee Engagement etc.
- Grievance handling
- Advance Excel:(VLOOKUP, MAIL MERGE, PIVOTE TABLE, HLOOKUP, SUMIF, COUNT IF, ROUND, ROUNDUP).

## Education

---

### **MBA in Human resources management**

Bhartiya Vidya peeth University - India

January 2018 to November 2019

## Skills / IT Skills

---

EXCEL, POWERPOINT, MS WORD, WORD, PUNCTUAL

## Additional Information

---

## KEY SKILLS AND ATTRIBUTES

- Technically proficient in MS Word, Excel, PowerPoint.
- Good communication and interpersonal skills.
- Aggressive target-oriented personality and very committed towards the assignment given to me.
- Creative, innovative, hardworking, Enthusiastic, punctual and Honest
- Matured enough to handle sensitive information in a professional way.