



Meenakshi

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OBJECTIVE:

To become successful in business world and to work in a challenging environment that will provide opportunities for learning and growth.

AIM:

To reach at apex of corporate world by putting my knowledge into practice.

ABOUT MY SELF:

- Energetic, Self-starter with good communication, Analytical, Organizational and creative skills.
- I have been involved in organizational activities rights from school days and have enjoyed taking up the leadership responsibilities that have come my way.

PROFESSIONAL CREDENTIALS:

- Bachelor of Science (I.T.) from Punjab Technical University, Jalandhar.
- MBA (HR) from C.T. INSTITUTE, Jalandhar.

ACADEMIC CREDENTIALS:

- **2003:** Matriculation from
(H.P.B.S.E. Dharamshala)
- **2006:** +2(Medical) from Govt. Sr. Sec. School
(H.P.B.S.E. Dharamshala)

Work Experience:

- Worked with Dr IT Pvt. Ltd (Non-IT) as a HR Executive from October 2014 to August 2017.
- Worked with a Recruitment Firm as HR Recruiter from Sep 2017 to Dec 2017.
- Worked with Felagi Pvt Ltd (IT) as Sr. HR Generalist from Jan 2018 to Nov 2020.
- Presently working with Techosquare Solutions (IT) as Sr.HR Generalist from Jan2021 to till date.

Roles and Responsibilities :(Recruitment +HR Operations +Employee Relations)

- Handling End to End Recruitment.
- Networking through References, Job portals like Indeed, LinkedIn, Naukri, Walk-Ins, Company's own database etc.
- Job Posting and Mass mailing on Various Portals Like Indeed, LinkedIn etc.
- Responsible for up keeping and maintaining of MIS for all candidates whether rejected or selected.
- Documentation and joining formalities of the new employees and ensuring the employee code generation with timelines.
- Maintaining employee database including their personal information.
- Induction for the new joining for their comfortable tenure in the organizations.
- Issuing Letter of Intent, Appointment Letter, Experience Letters.
- Formulating and implementing the HR policies like leave policy, code of conduct etc.
- Formulation and implementation of NDA and Employment contract.
- Manage exit formalities like processing exist interviews, feedback and final settlements of resigned employees.
- Maintaining attendance of all employees and Freelancers.
- Conducting Employee Engagement Activities indoor and outdoor.
- Retention Management - Providing personal and professional counseling to employees.
- Ability to work with a team and follow instructions from supervisors and Adheres to procedures laid by the department.
- Directly engaged in employee interaction, to listen their queries and grievances and provide on spot resolutions.
- Organizing various Employee welfare activities like Employee Presentation program, Birthdays and Get together.
- Support the HR Manager with grievance, disciplinary and capability investigations and hearings.
- Handling all admin activities like dealing with vendors, admin expenses etc.
- Formation of Salary and maintaining the related records.

SOFTWARE PROFICIENCY:

- **Operating Systems Known:** Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows VISTA, Microsoft Windows 7
- **Databases:** MS-ACCESS.
- **Software Packages:** Microsoft Office.

ADDITIONAL ASSETS:

- Positive attitude about life and work.
- Sociable.
- Short learning curve.
- Always keen to learn more.

EXTRAS:

- Attended personality development program (**PDP**)

PROJECT PROFILE -I:

- Name of Project : Performance Appraisal in ACC Ltd.
- Company name : ACC Ltd.
- Developed and submitted for the fulfillment for the award of the master's degree of Management (HR).

PERSONAL DETAILS:

Date of Birth : 27June88
Sex : Female
Nationality : Indian
Religion : Hindu
Father's Name : Sh. Mast Ram
Marital Status : Unmarried
Permanent Address: Vill-Chhatol Jattan, PO-Beri, Tehsil-Sadar, Distric-Bilaspur
(H.P) 174001
Hobbies : Net surfing, listening music, cooking.

PLACE:

DATE:

MEENAKSHI