

WORK SKILLS

- END TO END RECRUITMENTS (IT & NON-IT)
- INDUCTION PROGRAM / EXIT INTERVIEW / TRAININGS
- DEVELOP/ UPDATE/ IMPLEMENTING POLICIES
- EMPLOYEE ENGAGEMENT
- CONDUCTING SURVEY'S
- PMS / PERFORMANCE APPRAISALS
- SOCIAL COMPLIANCES
- PAYROLL

WORK EXPERIENCE

1. **Genus Apparels Ltd.**
Assistant Manager-HR *Sept, 2018- Dec,2019*
2. **PR Packaging Ltd.**
Assistant Manager-HR - *April, 2018 -Sept, 2018*
3. **Shivalik Prints Ltd.**
Executive *April'2015 – Apr'2018*
4. **Industrial Personnel Network**
Recruitment Executive *Mar' 2012 – Mar'2015*

WORK PROFILE

- Partnering with hiring managers to determine staffing needs accordingly creating and revising job descriptions.
- Screening resumes by placing job ads, performing phone interviews, in-person with candidates.
- Coordinating interviews with hiring managers and following up on interview process status.
- Performing reference checks and background checks.
- Maintaining and ensuring employee's personnel record.
- Conducting new employee orientations and employee relations counseling.
- Conducting exit interviews.
- Preparing and issuing offer letter, appointment letter, experience, relieving or warning letter.
- Maintaining and revising company's HR manual.
- Developing, revising and recommending company's policies and procedures.
- Maintaining company's organizational charts.
- Conducting birthday & festival celebrations, planning outdoor meet like dinner / indoor games and activities.
- Developing and coordinating Performance Management System as per KPI's defined further working on incentives.
- Looking into annual appraisals with the approach of 360 degree feedback.
- Conducting several internal surveys.
- Maintaining training calendar, coordinating for desired training as per need.

- Ensuring all documents and records are aligned as per the social compliance checklist.
- Continuously monitoring compliance with their health and safety obligations and advice management.
- Coordinating and ensuring salary process.

ACADEMIC QUALIFICATIONS

Qualification	Institute	Passing Year & (%)
MBA (HR)	IMT, Ghaziabad	2013 (63%)
BBA (CAM)	DAVIM, Faridabad	2011 (70.3%)
Class 12th	CBSE- St. John's School, Faridabad	2008 (65.4%)
Class 10th	CBSE- St. John's School, Faridabad	2006 (49.2%)

INDUSTRIAL EXPOSURE

Company Name	Project Title	Duration
Bony Polymers Pvt. Ltd.	Recruitment & selection of employees	6 weeks (March 2013-April 2013)
Bony Polymers Pvt. Ltd.	Motivation of employees	4 weeks (June 2010-July 2010)

OTHER RECOGNITIONS

- Attended 1 day training on "Proactive Time Management" in April, 2019.
- Certified Lead Auditor- OHSAS 18001:2007 from DNV-GL in May, 2016.
- Attended 1 day workshop on the topic- Root Cause Analysis organized by Li & Fung in Oct, 2017.
- Attended 1 day workshop on the topic- Employment Practices & Employee Relations organized by Li & Fung in Oct, 2016.
- Scholarship holder in 1st, 4th, & 5th semester of graduation 2009-11.
- Annual prize for 1st position in fashion show in 2011.
- Silver medalist in 4*100mts in 2007.
- Bronze medalist in 2*100mts in 2007.
- MS-Office certification from Aptech.

PERSONAL

Key Attributes	Other Details
Quick learner and adaptive	DOB: 29 th July 1990
Confident & strong communication	Languages: Hindi, English & Punjabi
Self-motivated individual	Hobbies: Reading books, Cooking.