

## POOJA BUDHIRAJA

---

---

Contact Details: +91 9717701971 | Email ID: [pbudhiraja14@gmail.com](mailto:pbudhiraja14@gmail.com)  
LinkedIn: <https://www.linkedin.com/in/pooja-budhiraja-267a6b9/>

---

### OBJECTIVE

I aspire to make suitable contribution through my knowledge and skill towards the progress of the organization, enabling me to show my potential

### STRENGTH

- ✓ Good at planning, coordinating & human relations.
- ✓ Good analytical skills
- ✓ Accept challenging job with a smile
- ✓ Positive Approach
- ✓ Team Building Approach

### ❖ WORK EXPERIENCE

#### ➤ Professional Journey



**Triune Energy Services- Deputy Manager - HR**  
(Working since May 2019)

**Triune is Design & Engineering Consultancy company mainly into Oil & Gas sector.** With an impressive track record for high end Process Design, Basic Engineering, FEED, Detailed Engineering, Project Management Consultancy (PMC), Engineering & Project Management Consultancy (EPMC), Engineering Procurement Construction Management (EPCM), Procurement Engineering & Associated Services, Construction Management & Commissioning Services and Specialized Services.

#### ➤ Job Role

- Manage complete **Recruitment & selection** life cycle –
  - Generating Manpower requisition,
  - Post the positions on Job Portals
  - Invite candidates to apply up to Chief Manager
  - Maintain the potential candidate's database
  - Generate potential candidates using Naukri.com, LinkedIn or other website.
  - Generate Resume from our and Company Network, through referrals

- Shortlisting Interview Panel members
- Arranging personal interviews
- Salary negotiation as per Company's policy
- Making offers to shortlisted candidates.
- Follow up with candidates till the candidate joins.
- Candidate engagement
- **Joining formalities** of the newly joined employees.
- **Induction** (short & detailed) of newly joined employees.
- **Leave** Management.
- In-house **e-magazine**, (quarterly preparation & Issuance) – Collating material for magazine & encouraging the employees to contribute their valuable input for In-house Triune Magazine.
- Processing of all **invoices** of Contract employees / HR vendors
- Processing of **Increment & Promotion** letters
- Be a part of the annual **appraisal process**
- Support in **employee engagement** initiatives
- Employees Welfare
- Hiring the GET's from various Engineering Colleges & coordination with concerned for Hiring in concerned departments
- Training & Management of GET's
- Company's Internal Audits - functioning of QMS, including successful execution of audits, co-ordination for update of procedures/manuals
- GET Confirmation / Extensions / contract Renewal / Probation :
- Managing Probation Confirmations/ extensions, Contract renewals/extensions
- Manage GET confirmations/ extensions, CTC revisions etc.
- Preparation and update of MIS & generating special reports.



### **Frost International Limited – HR & Admin Executive October 2008 - October 2018**

The Company is into physical export of various commodities like iron ore fine, soya bean meal, rice, cotton bales etc. It is also in the import of coal, bullion (gold & silver), polymers, petroleum products, pulses, silk yarn etc.

#### **➤ Job Role**

##### **- Reporting to President - Frost**

- Generating Manpower requisition,
- Posting the positions on Job Portals
- Maintain the potential candidate's database
- Generate potential candidates using Naukri.com, LinkedIn or other website.
- Arranging personal interviews
- Salary negotiation as per Company's policy
- Making offers to shortlisted candidates.
- Arranging meetings, preparing itinerary, booking of air tickets

- Procurement and distribution of corporate gifts.
- Vendor Management
- Appointment letter
- Leave Management
- Induction and Joining formalities
- Group Medclaim Insurance
- Company's Vehicle Insurance
- Preparation of purchase orders/export documents/ registration of certificates re. products like export of rice and purchase of bullion.
- Coordinating with vendors for purchase of equipments and printing of office stationery.



**Satya Developers Pvt. Ltd. - Asst. Manager-HR/Admin**  
**July 2006 - Sep 2008**

This company is in real estate business. They are developers & builders who provide the solution for real estate business. It is one of the upcoming promoter & colonizer having focused marketing strategy to create high class self contained fully integrated township projects in the country at Bhatinda, Gurgaon, Indore, Hisar, Kanpur, Amritsar, Ludhiana etc.

➤ **Job Role**

**- Reporting to Sr. General Manager HRD**

- Arranging meetings, preparing itinerary, assisting Chief Executive Officer / Director.
- Assisting in day-to-day correspondence and overall coordination.
- Coordinating with the brokers and clients for different marketing projects. Follow up with legal department for LOI & Agreements
- Generating Manpower requisition,
- Posting the positions on Job Portals
- Maintain the potential candidate's database
- Generate potential candidates using Naukri.com, LinkedIn or other website.
- Arranging personal interviews
- Appointment letter
- Leave Management
- Induction and Joining formalities
- Group Medclaim Insurance



**Reliance Infocomm Ltd. – HR Executive**  
**(July 2003 - May 2006)**

Reliance Infocomm had built an overarching state-of-the-art information and Comm. & infrastructure centre. It covered the length and breadth of the country, reaching thousands of villages and hundreds of cities across the country.

## ➤ Job Role

### Reporting to Sr. Manager

- Handling customer's queries and complaints & registering them online.
- Handling internal & external correspondence & Generating daily reports.
- Generating Manpower requisition,
- Posting the positions on Job Portals
- Generate potential candidates using Naukri.com, Linkedin or other website.
- Arranging personal interviews
- Issue of offer & appointment letters to shortlisted candidates.
- Leave Management
- Induction and Joining formalities

## Academic Qualification

Standard	Specialization	Graduated	University
MBA	Human Resources	2004	Symbiosis University, Pune
BBA	Business Management	2002	Pondicherry University
Diploma in Business administration	Business Management	2001	School of Vocational Studies
XII	Schooling	1998	DAV, Kailash Hills

## EXTRA-CURRICULAR ACTIVITIES

- Employees Induction & Employee Welfare
- Campus Recruitment
- In-house Medical camps, NGO Exhibition for employees
- Conducted In-house GET Training for skill development
- Have organized In-house competitions, festivals for employees

## COMPUTER PROFICIENCY

MS Office: Excel, PowerPoint, Word, Outlook, Presentation, MIS, Presentation.

## SKILLSET

- Relationship building | Communication | Team Leadership | Research & Analysis | Project Management | Time Management | Employee Engagement | Employee Welfare
- Proficient in Verbal & Written English, Hindi