

# Curriculum Vitae

## **Priyanka Rajput**

MBA (HR and marketing)

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### **Professional Synopsis**

- A dynamic Professional with 5 years of experience in handling entire employee life cycle from joining to exit, like on-boarding, Payroll, statutory compliances, time & attendance, probation confirmation, Performance appraisal, Mis & record management, exit management, disciplinary management, Policy Procedures, Employee Engagement, General administration and Personnel Management in Hospital Industry, Pharma, demonstrated success in handling gamut of HR and related administrative activity.
- Aiming to use my dynamic communication and organization skills to achieved HR initiatives. Possess an MBA in Human Resource Management a professional with Human resources certification.
- Excellent interpersonal, communication and organizational skills with proven abilities in team management, Resource management, planning and execution.

### **Educational Qualification**

- Completed **MBA in HR and Marketing** in year 2009-2011 from Dehradun (UK).

### **Technical Skills**

- Expertise in Microsoft Office.
- Tally Erp 9.
- Maintain data base for all Staff in **Savior Software**.

### **Experience**

**Treta Agro Pvt. Ltd. (Brand Name-Just Organik)**

**10<sup>th</sup> Aug 2018 to Till**

#### **Role-Operation Management**

##### **Responsibilities**

- Coordinate and plan for new recruitment, Conducting interview.
- Issuing of offer letter and Appointment letter.
- Conducting employee Orientation and facilitation newcomers joining formalities.
- Recording, maintaining and monitoring attendance and leave.
- Checking travel and tour expenses and record in relevant software for timely credit of the amount.
- Managing purchase order of individual, Supermarket retailer, wholesaler online & bulk purchaser customers.
- Verification of purchase order (Like-GST No., Article price with quantity), which raised by the wholesaler, supermarket retailer, supply channel store, online customer.
- Follow-up with packaging department for preparation and ready for dispatched the goods.
- Communication with customer regarding delivery.

**Mohak Hitech Speciality Hospital (SAIMS Group) Indore (MP)**

Company Role: - Hospital and Institutions

**12<sup>th</sup> Oct 2015 to 31<sup>st</sup> July 2018**

<http://www.mohakhitechhospital.org>

#### **Role: - HR Executive**

##### **Responsibilities**

- Recruitment of Hospital Staff and trained personnel and allocate responsibilities.
- Issuing Joining Documentation and record keeping.
- Verification of Attendance and Prepare attendance for non-availability data of employee.
- Process No dues documents for Company leaving Staff.

- ⊃ Leave calculation, maintaining EL, CL records.
- ⊃ Conducting Inductions of new staff.
- ⊃ Implementation of HR policies and procedures.
- ⊃ Preparation data for Salary, Overtime, Casual Leave etc. from Savior Software, and same has to be forward to Account department for further process.
- ⊃ Prepare Data sheet for Performance Appraisal.
- ⊃ Clear all day to day doubts of staff at HR desk.
- ⊃ Handling PF and ESIC related issue.

**Jargon Pharmaceutical Pvt. Ltd. Indore (M.P.) 01<sup>st</sup> July 2011 to 31<sup>st</sup> May 2013**

Company Role:- Marketing Medicines.

**Role: - HR Executive.**

**Responsibilities**

- ⊃ To maintain Entire recruitment life cycle from sourcing, screening, selection, hiring, negotiation.
- ⊃ Taking care of joining formalities of the Employees.
- ⊃ To organize various training and development programmers for each category of employees to fulfill functional and Cross-functional requirements.
- ⊃ Monitor inventory of purchasing materials.
- ⊃ Time keeping, Attendance & overtime calculating.
- ⊃ Labor issue management, maintenance of all compliance records.
- ⊃ Follow-Up with the Sales teams.
- ⊃ General administration.

**Personal Details**

<b>HUSBAND'S NAME</b>	:	Mr. Anoop Rajput
<b>OCCUPATION</b>	:	Assistant Manager Technical.
<b>DATE OF BIRTH</b>	:	08 MAY 1988
<b>NATIONALITY</b>	:	Indian
<b>MARTIAL STATUS</b>	:	Married
<b>LANGUAGES KNOWN</b>	:	English, Hindi
<b>HOBBIES</b>	:	Listening songs, Travelling, Playing Chess & Badminton Interacting with People, Making New Friends.

**Address**

**PERMANENT ADDRESS** : Flat no.-1, UP Gr. Floor, Bali Pehalwan Complex, Baba mohalla, Aaya Nagar, South Delhi-110047

The above given information is complete and true to the best of my knowledge.

**Place:**

**Date:** / /

**(Priyanka Rajput)**