

Curriculum Vitae

Namrata Chaudhary

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Objective: Seeking a Human Resource and Administration management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive organisation.

Academic Qualification

Educational Qualification	University / Board	Year of Passing
MBA (HR)	Sikkim Manipal University	2010-2012
BBA	IPEM, Ghaziabad	2007-2010
10+2	CBSE	2006
High School	CBSE	2004

Professional Experiences:

From June,2019 to till date:

1) Name of the company : **Luthra & Luthra LLP, Chartered Accountants**
Designation : **Manager-HR & Administration**
Location : **Delhi**
Reporting Authority : **Senior Partner**

Job Description:

- Managing recruitment and selection of all new employees and contract staff.
- Responsible for complete employee life cycle management process which includes joining & exit formalities, Employee verification, training, Induction, Performance review, Full & Final Settlement.
- Ensuring complete documentation -Personal file.
- Issuing ID and Visiting cards for new Joinees.
- Supporting and ensuring attendance regularization on monthly basis as per payroll cycle.

- For inactive employee- Filling PF withdrawal form, giving resignation acceptance/F&F sheet/Relieving Letter/Experience Certificate/Addressing and resolving F&F related queries.
- Plans & Conducts new employee orientation to foster positive attitude towards organization goals.
- Resolving Group Health Insurance issues of employees and coordinating with TPA for the claim and approval.
- Working closely with management and employees on all grievance issues within the company.
- Delivery of HR induction module to new starters.
- Drafting contracts and finalizing same for all new hires.
- Administering payroll/deductions for staff.
- Coordinates management in interviewing, hiring, training, terminations, promotions and performance review of all employees.
- Handling vendor management process.
- Evaluating competencies & training needs for all employees
- Analyzing appraisal of employee's performance.
- Managing time & attendance records for payroll.
- Calculate and deduct appropriate amounts from payroll checks, including tax withholdings, PF, ESI, Loans & Advances.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and pantry; establishing policies, procedures, and work schedules
- Planning, monitoring, counseling, disciplining employees, initiating, coordinating employee engagement activities like Birthday, Events and Festival celebrations, enforcing systems, policies and procedures.
- Provides communication systems by identifying needs, evaluating options, maintaining equipment, approving invoices.

From Dec,2014 to June 2019:

2) Name of the company : Woven Gold Acrylic India Private Limited
Designation : Manager-HR & Administration
Location : Delhi
Reporting Authority : Director

Recruitment:

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals and internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.

- Scheduling and arranging training while coordinating with external trainers and training programs.

Joining Formalities:

- Welcoming the new employee to the organization and introducing them to various departments.
- Responsible for the completion of all the joining formalities entailing collection and verification of certificate's, taking identity and address proofs; issuing appointment, giving staff member code, ID cards, Business cards, ensure in filling the blank details and closing the joining formalities.

Employee Welfare programs:

- Organizing various events like staff party, birthday celebrations.
- Involved in conducting get-together parties and outgoing programs.

Personnel and General Administration:

- Implement function related to services to employees including Absenteeism, Leaves, Attendance and Compensation.
- Maintaining and updating the database of employee's m. Maintenance of personal records along with the copies of educational certificates, appointment letters, and experience letters.
- Reports generation like HR Monthly / Daily reports and Long Absentees report.
- Ensuring best utilization of company's Stationery (checking maintaining and distributing stock to departments, forwarding bills to accounts department).
- Arranging meeting on weekly / monthly basis.
- Interacting with different vendors in marketing pertaining to telephonic connection, courier, banking services, corporate deals for executing the maintenance of everything in the organization and enhancing the overall efficiency.
- Involved in other administrative activities.

Time & Leave Management:

- Time sheet Management.
- Monitoring the in & out timings of all employees.
- Listing out the absenteeism report on monthly basis.
- Calculating Extra works, Compensatory Offs & Adjustment days, if any.
- Verification of final leave approved by Departmental heads.

Payroll:

- Verify all overtime hours with the concerned management personnel prior to issuing Payroll/Salary Sheet.
- Ensure Tax Proof submission on time and enablement of form 16 to all employees by Financial Year End.

- Handling PF/ESIC queries and resolving them in coordination with Accounts Team.
- Preparing & calculating Salary and incentive for headcount of 200+ employees.

Exit Formalities:

- Generating Relieving, Experience Letters and salary certificates.
- Maintaining and updating database of exit employees as well.
- Short listing the suitable profiles with coordination of the concerned HOD's conducting the preliminary interviews and scheduling personal / technical interviews.
- Collecting necessary documents for complying statutory obligations.
- Maintaining required personnel confidential records, contract files, leave records, over time records and HR records.

From Nov,2011 to Oct, 2014:

3) Name of the company : Prestigious Infra Projects Pvt. Ltd.
Designation : Asst. Manager-HR & Administration
Location : Delhi
Reporting Authority : Director-HR

Job Description:

- Recruiting staff - This includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing, negotiating and selecting candidates.
- Administering payroll, maintaining employee's records and implementation of HR policies.
- Dealing with grievances and implementing disciplinary procedures.
- Planning, training, giving inductions for new staff.
- Analyzing appraisal of employee's performance.
- Purchasing and distribution of office stationeries and maintaining the day to day expenses.
- Establishing policies, procedures, and work schedules.
- Day to day management of premises.

From Jan,2010 to Nov,2011:

4) Name of the company : Rama International School
Designation : Executive-HR & Administration
Location : Indirapuram, Ghaziabad
Reporting Authority : Principal

Job Description:

- Recruitment and Manpower Planning for School Staff.
- Maintaining the Attendance Record and Salary of all Employees.
- Taking care of all joining formalities for new joiners.
- Taking Aerobics and Dance Classes.

- Coordination with all Departments like Marketing, Teachers and Parents.
- Maintaining the HR Policies and Procedures and Follow up.
- Working as an Event Coordinator for all Events of School (Both Internal and External Events).

Vocational Training

- ✓ Interior Designing from YWCA for 6 months.

Personal Profile :

Date of Birth	: 12 th August, 1989
Father's name	: Late Mr. Suresh Kumar
Gender	: Female
Marital Status	: Unmarried
Languages Known	: English and Hindi
Nationality	: Indian

I hereby declare that the above information is true to best of my knowledge.

Date:

Namrata Chaudhary