



PRIYANKA CHAUHAN

PROFESSIONAL EXPERIENCE

60 MONTHS

Jeet Kumar Gupta (A' Class Contractor)

MANDI, HIMACHAL PRADESH

Officer – Human Resources (July'18 – November'19)

(17 Months)

- Implemented effective HR policies to ensure all practices are in compliance with labour regulations.
- Undertaking various administrative tasks such as receiving, filing, reviewing, processing and responding to correspondence such as letters to client.
- Site visit once in a month for attending employee disciplinary and grievance meetings.
- Managing the leave procedures and provide attendance input to accounts team for smooth payroll process.
- Maintained electronic and hard copy files system.
- Reporting Matrix – Functionally reporting to the proprietor

J.K. Ansell Private Limited (Raymond Group)

MUMBAI, MAHARASHTRA

Executive – Human Resources (December'16 – March'18)

(16 Months)

- Handled talent acquisitions, joining formalities and induction of new employees.
- Prepared offer, appointment, promotion, transfer and relieving letters of employees.
- Handled performance appraisal system of field staff.
- Handled budgeting, BV Checks, manpower reports and payroll of field staff.
- Handled employee grievance, exit interview and coordination for training session.
- Handled Employee health and safety (EHS) and Mediclaim of company.
- Reporting Matrix – Functionally reporting to Head - HR

Hollywood Optician Private Limited

MUMBAI, MAHARASHTRA

Senior Executive – Human Resources (February'15 – July'16)

(18 Months)

- Planned for Human Resources requirements in consultation with Area Managers, different functional heads & project heads for new stores as well as existing stores ensuring that manpower cost should not exceed.
- Planned, organized and conduct induction programs, devise the orientation plant for new joiners.
- Management ensuring timely and accurate completion of annual appraisal process for the eligible employees within the overall appraisal guidelines of the Head Office for Pan India.
- Provided timely payroll inputs from the regions to corporate HR payroll as per monthly payroll system.
- Reporting Matrix – Functionally reporting to Manager - HR

Nucsoft Limited

MUMBAI, MAHARASHTRA

Management Trainee – Human Resources (June'14 – February'15)

(9 Months)

- Performance & maintenance of weekly, monthly, quarterly and annual employee report.
- Generated salary data and invoicing in coordinating with finance department, end to end talent acquisition, joining and exit formalities.
- Handled offshore recruitments for technical positions.
- Sending details on the on boarding reports. Sending necessary approvals (Laptop, Data Card and IP) etc.
- Reporting Matrix – Functionally reporting to Senior Executive - HR

EDUCATION

Year	Examination	Institution	Marks Obtained
2014	MBA (Honors)	Lovely Professional University, Punjab	65.04%
2011	SAP ERP (HR)	Webcom Technologies, Chandigarh	A Grade
2011	BBA	Gautam Institute of Technical Education, HP	62.05%
2008	HSC	Kendriya Vidyalaya Tirumalgiri, Andhra Pradesh	65.02%
2006	SSC	Kendriya Vidyalaya Tirumalgiri, Andhra Pradesh	63.06%

PRIYANKA CHAUHAN



INTERNSHIP & PROJECTS

Wildflower Hall (An Oberoi Resort)

Management Trainee – Human Resources (1st June'13 – July'13)

SHIMLA, HIMACHAL PRADESH

(6 Weeks)

- **Projects Title:** A Study on recruitment and Selection process at Wildflower Hall (An Oberoi resort), Shimla, India.

To understand and critically analyze the functioning, recruitment and selection procedure at Wildflower Hall (An Oberoi Resort), Shimla to identify the probable area of improvement to make recruitment and selection process more effective.

ACHIEVEMENTS

- Recognition as 'MOST PROMISING YOUNG DEBUTANT' at Nucsoft Limited.
- Certificate in painting competition by Chief Minister of Himachal Pradesh in 2008.
- 4 Months experience as a financial representative with BMA Wealth Creators.
- Certificate of recognition for the noteworthy performance in the area of recruitment and Market survey from TATA AIA LIFE.
- Certificate of merit in 'Financial Planning Module' by Reliance Money.
- Certificate of competence on long term investment planning and tax advice on life Insurance products.
- Certificate on short term training program on 'Design and planning consideration for hill areas' by National Institute of Technology, Hamirpur (H.P), India.

EXTRA CURRICULARS

- Core – Committee coordinator at Interchance'17 (Leadership Program) at Raymond Limited 2017
- Core – Committee coordinator at "Le-mélange" (Management Fest) at Lovely Professional University 2012
- Core – Committee coordinator at Society and management learning at Lovely Professional University 2012
- Core – Committee coordinator at Disha Club (Human resources club) at Lovely Professional University 2012
- Co-ordinate a workshop on digital marketing in college level.

PERSONAL DETAILS

- Marital Status - Married
- Date Of Birth - 12th May, 1991
- Address – 1/27, Block No. 1, Old Rajinder Nagar, Karol Bagh, New Delhi - 110060
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