

Ruchi Yadav

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Career Objective

Gain the knowledge and acquire professional proficiency & skills to execute Human resource operations for the company or organization to fulfill the respective requirement.

Work & Experience

Current Company- Black Mirror Production-Delhi (Mar-2020) -working as HR-Manager, handling HR operations and Recruitment.

- Recruitment and selection
- Attendance Management
- Performance management
- Learning and development
- Function evaluation
- Industrial relations
- Employee participation and communication
- Administrative responsibilities

FnB IT Serve PVT LTD-New Delhi (Sep-2019-Mar-2020) Worked as HR-

Manager and Head of HR Operations.

Core Functions

Hiring for IT-Hired resources for Mobile & Website Development operations for given technical proficiency or language such as –android, IOS, React Native, Java, laravel WordPress, PHP etc.

Hiring for Non-IT-Hired skilled and result-oriented Non-IT individuals as per as given requirement and need of the company such as –Business Development Executive, Digital Marketer, Tele sales caller, Receptionist, etc.

Apart from hiring I was handling essential responsibilities such as Attendance management, maintaining employee's record (salary, attendance, performance), and organizing regular sessions to encourage a work-oriented culture within the company ensuring a healthy and mutually benefiting environment within the workspace.

Anupama Steel Limited –Bhavnagar(Jan-2018-Aug-2019)

HR Recruitment & Administration

Handled secondary responsibilities such as-

Employee record

Conducting and organizing the first round interview

Assisted HR Head

Technical Proficiency

MS Office (MS WORD, MS EXCEL, MS POWERPOINT, SKYPE) and Tally

Qualification:

- Done Masters in Business Administration from **A.K.T.U Lucknow**.2016-18
- Done Bachelors in Business Administration from **Agra University** .2013-16
- Intermediate from UP Board of Secondary and Higher Secondary Education, Allahabad and secured 65.80%.
- High School from UP Board of Secondary and Higher Secondary Education secured 60.2%

Strengths:

- 1-Management efficiency to manage large or small teams
- 2-Creative & Innovative skills with a constructive approach
- 3-Flexibility & leadership qualities to motivate team or individual

Hobbies:

Reading self Help Books, watching motivational movies, travelling to unexplored spaces, and attending start-up meets.

Extra-Curricular Activities:

- 1) Actively Participated in Sports Competition
- 2) Conducted PowerPoint Presentations.
- 3) Dance & Singing

Personal Information

Name : Ruchi Yadav

Mother's Name : Smt. Kanti Yadav

Father's Name : Shri. Ram Sundar Yadav

Address : Pureraghuv eer Sukhabaderi bahurawn Sultanpur-227814

Date of Birth : 03 June, 1994

Languages Known : English, Hindi

DATE

Signature