

## **DIVYA CHAUHAN**

**Mob : 6395912727**

**E-mail : dchauhan25697@gmail.com**

### **CAREER OBJECTIVE**

To have a flourishing carrier, quenching my thrust for knowledge and the desire to innovate and explore. I would prefer to work in an organization where I could hone my professional skills and make focused use of my potential and desire to serve the humanity.

### **PROFESSIONAL SKILLS**

Accord Skill on **RECRUITMENT, EPF, ESIC, GRATUITY, BONUS, SALARY BREAKUP, PAYROLL, FULL & FINAL.**

### **PROFESSIONAL EXPERIENCE**

I would like to introduce myself as a motivated energetic youth with refined skills & having approx. **2.5 Years' experience** details as follows:

- **Currently working in MBD group Delhi(Sep-2019 to Till now)**
- **Gold Plus Glass Industry Ltd., Roorkee (Aug-2018 to Sep - 2019)**
- **Pritam international Pvt. Ltd., Roorkee (June-2017 to May - 2018)**

### **JOB RESPONSIBILITIES**

#### **Recruitment:**

- Screening: short listing candidates sourced through Online portal
- Interviewing and assessing prospective applicants and matching them with vacancies
- Screening candidates and drawing up shortlists of candidates for interview.
- Organizing interviews and selection.
- Making arrangements for the advertisement of vacancies
- Talent acquisition

#### **Orientation & Induction:**

- Issue appointment letter
- Sending the welcome note of new entrant to all office units.
- Complete all joining formalities.
- Implemented a well-designed induction-training package to ensure smooth entry of the new employee into the main stream of the company.
- Collect feedback from the employee after induction.

#### **Performance Management System:**

- Focus on objective assessment of individual performance by identifying the Managing Point and breaking them further down to Checking Point.
- Smooth distribution of Appraisal Forms to the concerned persons.
- Collection of Appraisal Forms from the respective HOD's duly filled and signed by the concerned person.
- Confirmation of the employees.

### **Wages & Salary Administration**

- Processing the salary through HR One Module and transferring at first date of the month.
- Preparations of gross salary break up of new joiners.
- Solving Salary Discrepancies raised by the employees.
- Salary computation, which also includes regular attendance checking, compiling leave statements and also efficiency loss hours.
- Preparing Daily Manpower Report

### **Exit Management:**

- Exit interview and Full and Final Settlement.
- Review in detail with unit head about the finding in Exit interview.
- Issue relieving and no dues certificate.

### **General Administration/Other Responsibilities:**

- Canteen Management
- Housekeeping
- Security Administration
- Grievance handling of Employees.
- Looking after office equipment, first aid box, fire safety equipment, suggestions box etc.
- Preparing monthly HR-MIS Report and sent it to Head office.
- Online Registration of Employees in ESI
- Time Software (For Biometric Attendance)

### **QUALIFICATIONS**

- **Masters In Business Administration** from UPTU in Human Resource.
- **Bachelor Of Business Administration** from Rohilkhand University.

### **STRENGTHS**

- ✦ Good Management Skills
- ✦ Target Oriented
- ✦ Can Manage Multiple Tasks

### **PERSONAL PROFILE**

Father's Name	-	Mr. SURENDRA SINGH
Date of Birth	-	25-JUNE-1997
Language Know	-	Hindi / English

### **DECLARATION**

I hereby acknowledge & authenticate, every bit of information mentioned in this document is correct by all means.

DATE:

PLACE: **Delhi**

**(DIVYA CHAUHAN)**