

PRIYA VIJ

Address - H.No-1832, Rani Bagh,Multani Mohalla, Delhi-110034

Objective

To secure a career in the field of Human Resource at an Organization, Which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's objectives, develop my career and excel in the field.

Quick Snapshot

- Total Exp (HR profile): 2.9 Years

Summary

- Presently working with Marg Erp Ltd as a HR Executive since Sep'2019.
- Previously worked with Prodoot Group pvt Ltd as a HR Executive for 2 Years.
- MBA in HR from Bhartiya Vidhyapeeth University (BVDU), Paschim Vihar , Delhi.

Areas of Exposure/Expertise

Onboarding/Induction	Recruitment	Background Verification
Exit Formalities/Separation	Payroll Management	Generation of Offer and Appointment letters
Training and Development	Employee Engagement	Grievance Handling

Organizational Experience**Company Name:** MARG ERP LTD**Sep'2019 – till date**

Marg ERP is the leading provider of integrated business application software for micro, small and midsize businesses. The company is into development of ready-made, customized, more- over personalized "software" in the field of Inventory, Accounting & ERP Solutions.

Designation: Hr Executive**Job Responsibilities:**

- Handling complete recruitment cycle for Middle To Senior Level requirements. (IT & Non IT)
- Taking care of End To End Recruitment process of Sourcing, Screening, Validating & Short listing of the candidates through various methods like Job Portals(Naukri,Linkedin,Timesjob), Walk-ins, internal database, through referrals, Networking, Advertisement etc.
- Responsible for complete life cycle of Recruitment and Assessment of candidates to identify qualified candidates and the right resource based on Technical and Behavioural skill sets.
- Responsible for Documentation, salary negotiation, offer releasing & handholding of offered candidates.
- Smooth pre boarding and onboarding of new joiners on the date of joining.
- Coordinating with different departments for new joiner requirements like Data card, simcard, laptop, and other assets thereby ensuring.
- Hiring new joiners in the system to generate employee code.
- Giving training of different portals and employee policies of Marge ERP Ltd to new joiners.
- Gathering KYC documents, verifying documents and updating the complete details of the new joiners in the system thereby ensuring.
- Issuing Offer letter, Appointment letter, Confirmation letter, Service certificate, Transfer letter, Separation letter, HR Clearance, NOC Issuing of Relieving letter, Experience letter and other letters to employees.
- Coordinate the termination process by organizing discussions, ensuring appropriate documentation, coordinating exit interviews, and addressing any resulting issues.
- Employee Engagement Activities Like – Monthly Birthday celebrations, Reward & Recognition ceremony.
- Ensuring smooth exit formalities without any delay in TAT. Also giving exit clearance coordinate & manage the full & final settlement.

Company Name: PRODOT GROUP PVT LTD**Sep' 2017 -Sep'2019**

Datalink Industrial Corporations engaged in manufacturing wide range of IT consumables from decades and distributing computer accessories and print supplies across different Indian regions. The company known by the brand name ProDot having remarkable growth chart in the industry

Designation: Hr Executive

Job Responsibilities:

- Handling hiring for entry level to Sr. level management positions, Corporate Positions, Regional office positions etc.
- Sourcing the best talent from diverse sources like Job Portals. (Naukri, & Other Search Engines), Employee referral/ Social Networking Sites/ Campus/ Walk – ins.
- Pre-screening by telephonic interviews, Skype Interviews & Conducting Interview.
- Coordinate with short listed candidates, negotiate on the salary/designation and other terms of the offer.
- To manage employee data base by collecting complete employee lifecycle within the organization.
- Support and advise associates on HR policy and ensure compliance to the company's policies.
- Managed on-boarding operations, drafted offer letters & appointment letters, maintained MIS report of new employee data, coordinated with candidates to gather further details for submission of documents.
- Manage company wide training & development programme; audited quality of training programme.
- Handling Exit process and conducting exit interview for resigned employees.
- Responsible for Marketing Executives Payroll , reimbursement processing and compensation (including Incentive) Management.
- Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
- Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees.

Internship

Organization: Sapiens Corporate Services, Delhi

Period: May'16 to Jul'16

Title: Studying the procedures adopted by the organization to recruit and select the manpower

Description: Screening resumes as per needs of recruiters and scheduling interviews in HR (KMC) department.

Awards & Achievements

- Certificate of Appreciation for outstanding performance and lasting contribution.
- Letter of Appreciation for successful completion of Trainings.
- Letter of Appreciation for outstanding contribution in organize the events.

Academic Details

- **Masters in business administration(MBA)** from Bhartiya Vidhyapeeth University, Paschim vihar, Delhi
- **Bachelor of Business Administration(BBA)**from Guru Gobind Singh Indraprastha University, Delhi
- **H. Secondary (12th)** from CBSE Board in 2012
- **Secondary (10th)** from CBSE Board in 2010

Skill Profile And Strengths

- Strong analytical and problem solving skills.
- excellent people management skills.
- Positive in attitude as well as a smart worker.
- Ability to work efficiently and successfully both independently as well as in team.
- Willing to learn new concepts, ideas and use new technologies.
- Fast learning aptitude & adaptability to new concepts & environment.
- Honest & Positive attitude for Professional & Personal Life.
- Hardworking & Self motivated.

Personal details

Date of Birth: 16th March 1995

Languages Known: English ,Hindi& Punjabi

Present Address: H.No-1832,Rani Bagh, Multani Mohalla,Delhi-110034

Marital Status: Unmarried