

CURRICULUM VITAE

SURBHI SAXENA

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CAREER OBJECTIVE:

- Hard working and looking towards a challenging future in a growth oriented and a reputed organization, this will not only utilize the achieved qualification, but also develop and enrich it, broaden the perspective and gain a fulfilling experience in the field.
- To give the best of my ability to the organization and provide ample opportunities for better work and growth.
- To obtain a challenging position to help me build a great career that will allow me to apply my existing skills and acquire new ones, thus guiding me towards professional excellence.
- To pursue a challenging and growth-oriented career in an organization that offers opportunities to learn and grow by delivering the results.

EDUCATION QUALIFICATIONS:

- M.com from Rohilkhand University in 2019
- B.com from Rohilkhand University in 2017
- 12th Passed from CBSE Board in 2014.
- 10th Passed from Board in 2012.
- Pursuing MBA(HR) from Symbiosis, Pune.

PROFESSIONAL EXPERIENCE

Connectd India

HR Executive

Aug'21- Till Date

Job Responsibilities-

- Finding & recruiting the right candidate for the required profile.
- Maintain claims, deductions& process payroll.
- Maintain& conduct disciplinary actions if required.
- Good analysis and troubleshooting over the team members.
- Keep employee records & provide Work Summary along with employee performance reports.
- Assist in employee& employer requirements analysis.
- Coordinate and communicate with team members on updating policies and required modification.

POXO RFID Automation

HR Executive

Jan'21- July'21

Job Responsibilities-

- Writing up Job Descriptions, performance reviews and personnel policies.
- Directing all hiring and training procures for new employees.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Exit and Entry formalities of employees.
- Searching candidates from job portals.
- Leave Records of employees.
- Create Tax Invoices.
- Follow up for payments
- MIS Management
- Apply for DSC and manage system.
- Tender Proposals (Govt., PSUs, Private Sectors).
- Search and Filter Tender from Different Portals (E-procurement, GEM).
- Manage the bid qualifications (bid go/ no go) process for new opportunity (Online & Offline).
- End to End follow-ups foe Tender till Allotment.

Job Responsibilities-

- Tender Proposals (Govt., PSUs, Private Sectors).
- Manage the bid qualifications (bid go/ no go) process for new opportunity (Online & Offline).
- MIS Management.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Create Tax Invoices.
- Follow up for payments.
- Apply for DSC and manage system.
- Exit and Entry formalities of employees.
- Searching candidates from job portals.
- Leave Records of employees.
- Preparing monthly salary sheet of Staff.

PERSONAL INFORMATION:

Father's Name : Mr. Sanjay Kr. Seth
Date of Birth : 04th Nov, 1996
Nationality : Indian
Language Known : English & Hindi
Address : Mayur Vihar, New Delhi

DECLARATION:

I hereby declare that the entire particular given above are true to best of my knowledge.

Place: New Delhi

(SURBHI)