

# Curriculum Vitae

## KRATIKA MISHRA

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Vijay Nagar, Indore-(M.P.) 452010

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## ABOUT ME & MY CAREER OBJECTIVE :-

Seeking a Position to utilize and abilities ready to accept challenging task in order to achieve organization goals and become an indispensable part of the organization that I serve, on my behalf taking more steps to grow up my career and my future in a systematic way to get stabilized with my positive thinking & way of working.

## EXPERIENCE :-

### SR. HR Executive

4 FEB 2019 to till date

#### SAKET INFRASTRUCTURE PVT LTD

Saket Infrastructure is a prominent solution Provider Company. Specializes in Telecom, EPC, E-Mobility, Indian Industries, Education, and Renewable Energy while also excelling at offering a wide array of products & services for various industries. Our solutions and consulting services enable improved processes and substantial business gains for our customers. Their ambitious and experienced team towards 100% client satisfaction has gained values and long term relationships with the clients and they have been recognized by their clients for the quality and timely implementation of the projects undertaken.

## WORKING KEY POINTS :-

- Report writing & Data (Employee Database Sheet).
- Post open job, screening, Conducting Drives, Walk-ins, personal interview, and match applicant with open positions, background and reference checks and employee on-boarding.
- All Trainings & Certification Records.
- Issuing Appointment letter and completing Joining formalities & Documentation of new joined employees (relieving letter, salary slips, Educational documents, ID proof).
- Managing Holiday Detail & Leave/OD Record on monthly basis and providing reports with analysis to the top management (as per the Top Mgt requirement).
- Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details, timesheets etc.
- Responsible for monthly attendance tracking, incentive processing, managing double working days, deduction days, and supervision of leave management.
- Issuing Show cause notices, Warning letters, Termination letters for the concern staff.
- Responsible for query handling and resolution of grievances of the employees, managing employee dispute Industrial.
- Providing reports with analysis to the top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Absenteeism Reports of Employees, Training Analysis and other reports (as per the Top Mgt requirement).
- Maintain PF & ESIC Record.
- Handling Payroll of approx 250 employees.
- Ensuring timely full and final settlement for Ex-employees, which involves directly interacting with the ex-employees through mails, personal interaction, telephonic interaction, coordinating with Finance and other Departments.

### HR Executive

23 JULY 2018 to 30 JANUARY 2019

#### 6 Months working experience in **Real Time Financial Services & Investment Company**

Real Time Financial Services is an Investment Advisory Company basically providing recommendations for Stocks- Cash and F&O traded in NSE & BSE, commodities including bullions, metals and agro-commodities traded in MCX, NCDEX. It provides a suite of primary research services for institutional investors, consultants. Short term traders, fund manager and broking firm with solid roots.

### **WORKING KEY POINTS :-**

- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Analyze the quality people and contact them through phone, Email.
- Recruiting, selecting & conducting induction for new joiners to create awareness of the Recruitment function.
- Management the practice of recruiting, hiring, deploying and motivating employees, maintaining proper relations with employees.
- Joining Formalities & Documentation (relieving letter, salary slips, Educational documents, ID proof).
- Attendance Management is stored in the database which can be used to generate employee payroll
- Helping in Payroll approximate 40 employees.
- Ensuring timely full and final settlement for Ex-employees, which involves directly interacting with the ex-employees through mails, personal interaction, telephonic interaction, coordinating with Finance and other Departments.
- Managing Holiday Detail & Leave Record on monthly basis and providing reports with analysis to the top management (as per the Top Mgt requirement).

### **HR & Admin Executive**

8 MARCH 2015 to 25 MAY 2017

2 Year 3 Months working experience in **MAX COM INSTITUTE OF COMPUTERS**

It is a computer education institute dealing with all the related computers courses and having large number of students with a good academic record and a reputed computer institute in city.

### **WORKING KEY POINTS :-**

- Student Counseling
- Staff Management(Activities, Reporting of staff)
- Maintaining internal data of employees and students
- Publish and remove Jobs & Admission ads
- Schedule job interviews and contact candidates as needed for admissions
- Submitting a report on a monthly and quarterly basis
- Summarizing and submitting the information to management
- Maintain Documentation Process of employees & students.

### **ACADMIC- QUALIFICATION :-**

**MBA (Human Resource Management)** From Barkatullah University Bhopal - (M.P.)

Completed in year 2019 [75%]

**Post Graduate Diploma in Computer Application** from Makhanlal University Bhopal – (M.P.)

Completed in year 2017 [70%]

**B.E.(Information Technology)** From RGVP University, Bhopal- (M.P.)

Completed in year 2010 [67%]

**Diploma (Information Technology)** From RGVP University, Bhopal- (M.P.)

Completed in year 2007 [72%]

**High School Certificate (10th)** From MP Board Bhopal (M.P.)

Completed in year 2003 [58%]

### **PROJECT & TRAINING :-**

Training in (DIPLOMA) at COMPUTER & NETWORKING, Bhopal (M.P.)

Training in (B.E.) at ON SECURITY & ETHICAL HACKING, Bhopal (M.P.)

Project in (B.E.) at HPISHING TRACKING TOOL in 7sem, Bhopal (M.P.)

### **PROJECT DETAILS :-**

Training and Project - MASTER IN BUSINESS ADMINISTARION

Related to HUMAN RESOURCE AND MANAGEMENT DEPARTMENT

Project Working Place – Bhopal

Project Report/Project Title - MANPOWER IN INSURANCE POLICIES & MARKET

Organization Name - SBI LIFE INSURANCE CORPORATION

Organization Place – Bhopal

### **Key Points of Project :-**

- Working Strategies
- Relationship Management
- Training Sessions
- Consumer Behaviors
- Market Positioning
- Presentations
- New Hiring's & Effective Utilization
- Requirement Process
- Reports

Training and Project – MASTER IN BUSINESS ADMINISTRATION

Related to HUMAN RESOURCE AND MANAGEMENT DEPARTMENT

Project Working Place – Indore

Project Report/Project Title - RECRUITMENT PROCESS OF EMPLOYEE AND TRAINING AND DEVELOPMENT

Organization Name – SAKET INFRASTRUCTURE PVT LTD

Organization Place – Indore

### **Key Points of Project :-**

- Involved in full recruiting life cycle & end to end recruitment.
- Joining Formalities and Operations
- Conducting Drives, Walk-ins and personal interviews.
- Verifying the Appointment, transfer, promotion & increment letters.
- Maintain the existing employees and take the feedback from them.
- Preparing and maintaining various Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.

### **TECHNICAL SKILL :-**

- Proficient with MS Office: Excel, Word, Outlook, & Power Point.
- Internet Savvy
- Knowledge on Windows Operating System

### **PERSONAL SKILL :-**

- Self-Motivated
- Goal Oriented
- Positive Nature & Attitude
- Effective Communication
- Optimistic and Conversing
- Quick Learner & Smart worker
- Flexible & Disciplined
- Good Managerial skills.

### **PERSONAL INFORMATION :-**

Name of Father	:	Mr. N.N. Mishra
Name of Mother	:	Ms. Sarojni Mishra
Date of Birth	:	23-03-1988
Marital Status	:	Single
Blood Group	:	A-
Hobbies	:	Listening to Music, Playing Badminton,
Permanent Address	:	H.S.No.-50, SHRI KRISHNA COLONY, DURGA NAGAR ROAD, VIDISHA-(M.P.) 464001

**DECLARATION:-**

I hereby declare that all the particulars stated in the application & enclosure, are true and best of my knowledge and belief.

**REFERENCE :-** Available on Request

Place:- Indore

Date:-

**Signature**

KRATIKA MISHRA