




## CONTACT DETAIL

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 **Scheme No: 74, Vijay Nagar,  
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## EDUCATION

### MASTER of BUSSINESS

**ADMINISTRATION: HUMAN RESOURCE  
MANAGEMENT**

*2019*

Barkatulla University Bhopal

### POST GRADUATION DIPLOMA in COMPUTER APLICATION

*2017 / 70%* Makhnallal University  
Bhopal

### BACHELOR OF ENGINEERING in IT *2010 / 69%*

TCT College, University of RGPV  
Bhopal

### POLYTECHNIC in IT:

*2007 / 72%*

SATI College of Vidisha

### CLASS X:

*2003 / 59%*

Trinity Convent Higher Secondary  
School

## PROJECT DETAILS

**Training in Diploma** on Computer  
& Networking in Bhopal

**Training in B.E** on SECURITY  
& EITHICAL HACKING in Bhopal

**Project in B.E** at HPISHING TRACKING  
TOOL in Bhopal

# KRATIKA MISHRA

## SR.HR Executive

## ABOUT

Senior Human Resources Executive with progressive 4 Year experience assisting with and fulfilling organization staffing needs and requirement. Managing employee benefits & compliance, Pay-rolling, MIS updating and HR records.

Aiming to use dynamic communication and organizations skills to achieve your HR initiative. Skilled at building relationships with employees across all levels of an organization. Possess a MBA in Human Resource Management.

## CORE COMPETENCIES

- Proficient with MS – Office
- Employee Relation
- Communications
- Performance Management
- Public Relations
- Interviewing
- Customer Services
- Bonus Skills
- Workers Compensation Team
- Work & Collaboration

## EXPERIENCE

### SR. HR Executive

**SAKET INFRASTRUCTURE PVT LTD | 4 FEB 2019 to Till Date**

**Saket Infrastructure** is a prominent solution Provider Company. Specializes in Telecom, EPC, E-Mobility, Indian Industries, Construction & Manufacturing, and Renewable Energy while also excelling at offering a wide array of products & services for various industries.

- Assessed skill level of prospective candidates, conducted interviews, and discussed job responsibilities.
- Management the practice of recruiting, hiring, deploying and motivating employees, maintaining proper relations with employees.
- All Trainings & Certification Records.
- Issuing Appointment letter and completing Joining formalities & Documentation of new joined employees (relieving letter, salary slips, Educational documents, ID proof).
- Addressing employee queries and resolution of grievance regarding payroll, Attendance, HR Policies, Leave Details, timesheets etc.
- Issuing Show cause notices, Warning letters, Termination letters for the concern staff.
- 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 and 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

**Real Time Financial Services & Investment Company | 23 JULY 2018 to 30 JAN. 2019**

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.

**Minor Training & Project - Master in Business Administration**

**Project Working Place** – Bhopal

**Project Title** - MANPOWER IN NSURANCE POLICIES & MARKET

**Organization Name** - SBI LIFE INSURANCE CORPORATION

**Major Training & Project - Master in Business Administration**

**Project Working Place** – Indore

**Project Title** - RECRUITMENT PROCESS OF EMPLOYEE AND TRAINING AND DEVELOPMENT

**Organization Name** – Saket Infrastructure

**TECHNICAL SKILL**

- **Operating System:** Windows XP- Professional/7/8.1/10.
- **Office Packages:** Ms Office – XP Professional.

**PERSONAL SKILL**

- Self-Motivated
- Goal Oriented
- Effective Communication
- Optimistic & Conversing
- Quick Learner & Smart Worker
- Flexible & Smart Worker
- Good Managerial Skills.

**PERSONAL DETAILS**

**Father Name** – N.N. Mishra

**Mother Name** – Sarojni Mishra

**Date of Birth** – 23-March-1988

- 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.
- 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 salary sheet
- Helping in Salary sheet approximate 40 employees.
- 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**

**MAX COM INSTITUTE OF COMPUTERS | 8 MARCH 2015 to 25 MAY 2017**

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.

- Student Counseling
- 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
- Maintain Documentation Process of employees & students.

**LANGUAGES**

- English Proficiency (Written)
- English Proficiency (Spoken)
- Hindi Proficiency (Spoken)

**INTERESTS**

- Travelling
- Listening Song
- Reading Books
- Writing

**DECLARATION**

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

Place – Indore  
Date -

Signature  
KRATIKA MISHRA