

HIMANI CHUGH

A/10 Laxman Park, Chander Nagar, New Delhi – 110051

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CAREER OBJECTIVE:

To be a part of a dynamic and growth oriented organization which provides me a challenging career and opportunity for learning with latest technologies available so that my skills and knowledge can be utilized and broadened effectively by which the organization would be benefited from this.

CAREER ABSTRACT:

- Goal-oriented professional, MBA Human Resource Management from SMU
 - Knowledge in Ms Word, Excel, Power point, Outlook
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PROFESSIONAL SUMMARY:

- Working as an HR Generalist with Bytech India Private Limited from April'2015 – Till Date
 - Worked as Personal Assistant to C.E.O with Bytech India Private Limited from July'2010 – March'2015
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PROFESSIONAL EXPERIENCE:

HR Generalist

April'2015 - Till Date

Roles & Responsibilities:

- **Employee Management**
 - Create and maintain personnel files- Employee Profile, Employee Joining Information, Appointment, Probation/Confirmation, Promotion & Increment, Experience and No Dues & Relieving.
- **Recruitment and Joining**
 - Coordinate with www.naukri.com on regular basis for purchasing the classified postings.
 - Coordinate with the consultancies to align interviews for desired positions.
 - Conduct the initial and final round of interviews like salary negotiation etc.
- **Induction and Orientation**
 - Responsible for Induction - Schedules of Induction, Welcome Letter.
 - Responsible for. New Joinees Introduction to all members.
- **HR Policies/ Systems**
 - To work closely with the CEO in developing and implementing HR Policies and procedures.
 - To review and update (if required) existing HR Policies, functions, and activities as per business requirements.
- **Payroll**
 - Payroll processing & disbursement of salary & wages administration, time leave management through biometric, and over time records. Prepare full & final settlement.

Executive Assistant to C.E.O

July'2010 – March'2015

Roles & Responsibilities:

- Provides efficient & administrative support to CEO.
 - Involved in all the major and minor finance related matters of the company.
 - Plans and schedules meetings, responds to various inquiries both external & internal, manages communications via email, phone call etc.
 - To collate and circulate Minutes of meeting prior to meetings & schedule team meetings
 - Responsible for customers/clients query resolution.
 - Manage filling, Paper work and Travel Arrangements.
 - Handling Billing Software of the Company individually.
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ACADEMIC CREDENTIALS:

Sikkim Manipal University

- Masters in Human Resource Management from Sikkim Manipal University in year 2014

Delhi University

- Graduate in Bachelor in Commerce (B.Com) from Delhi University in year 2011

Central Board of Secondary Education

- Higher Secondary Examination (12th) with First Division from Bal Mandir Sr. Sec. School, Delhi in year 2008
- Secondary Examination (10th) with First Division from Delhi Convent Secondary School, Delhi in year 2006

CERTIFICATION:

Diploma in Office Management - NEW DELHI YMCA in year 2009.

KEY ACHIEVEMENTS:

- Received the Best Performance Certificate from Bytech India Pvt. Ltd. in year 2010
- Received the “CEO’s Award” from Bytech India Pvt. Ltd. in year 2011
- Received the Certificate “Joy to Work with” from Bytech India Pvt. Ltd. in year 2012
- Received the Certificate “You Make a Difference” from Bytech India Pvt. Ltd. in year 2013

IT SKILLS:

- Applications: Internet, Microsoft Outlook, Microsoft Word & Microsoft Powerpoint
- Operating System: Windows-7, Windows-8, Windows-10

KEY STRENGTH:

- Ability to demonstrate a high level of commitment as well as problem solving skills.
- Ability to work under pressure at multiple tasks and possess a keen eye for details.
- Sincere, hardworking, cooperative, with initiative to learn and ability to succeed.
- Maturity to maintain complete confidentiality in Corporate Operations.

PERSONAL PROFILE:

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|--------------------------|---|
| Date of Birth | September 16, 1990 |
| Father’s Name | Mr. Som Nath Chugh |
| Marital Status | Unmarried |
| Permanent Address | A/10 Laxman Park, Chander Nagar, Delhi-110051 |
| Languages Known | English and Hindi. |

(Himani Chugh)