
Education:

*Master in business administration
in HR from ABES 2015*

*Complete Graduation from IMS
IN 2013*

*Complete 12th examination from
CBSE in 2010.*

*Complete 10th examination from
CBSE in 2008.*

Computer Skills:

*GOOD IN MICROSOFT
OFFICE, POWERPOINT, WORD
, EXCEL, INTERNET*

HR Skills

- Orientation & on boarding.
 - Organizational Development.
 - Alternative Dispute Resolution.
 - Employee Relations.
 - Staff Recruitment & Retention.
 - HR Policies & Procedures.
 - Recruiting.
 - Screening.
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Extra:

SAP

Kamakshi,

CURRICULUM –VITAE

Kamakshi

Email id: lovelykamakshi13@gmail.com

Contact No. 8700586918

Experience:

Company- Jindal Steel & Pvt. Ltd.

Industry: Manufacturing

Duration: March, 2018 to Till Date

Position/Title: HR Executive

JOB RESPONSIBILITY:

➤ To give insight of all the HR policies & procedures to the new on board employee.

- Position creation
- Position Mapping
- Provide Training to employees on plant for new policy/procedures
- Provide necessary letters to employees
- Releasing Transfer order/Letter
- Maintain master data for all employees in portal
- Attendance & Time Management verify & approval
- Verify & Approval of reimbursements.
- Approval of Leaves
- Generate & Transfer of UAN & ESI No. for new joiners.
- Help employee to withdraw PF.
- Prepare Monthly PF & ESIC report.
- Generate PF & ESIC Challan
- Make payment of PF & ESIC
- Took disciplinary actions like issue of Warning letters,

Termination letters

- Developing HR-policies.
- Resolving queries & grievance of employee
- Taking Exit interviews.
- Process F&F of exit employees.

PVR Ltd.

Industry: ENTERTAINMENT CUM SERVICE

Duration: FEB-2016 to March-2018.

Job Role: BUSINESS HR ASSOCIATE

JOB RESPONSIBILITY:

- Handling end to end recruitment cycle that includes sourcing, screening, interview scheduling & coordination, negotiation compensation packages etc.
- Take 1st round of interview
- Induction/Onboarding
- To give and insight of all the HR polices & procedures to the new on board employee.
- Offer Letter rolling
- Take care of joining formalities.
- Enroll new joinees in attendance software
- Generate & provide the E.code.
- Provide ID-Cards to employees
- Coordinate with vendor
- Maintain master data for all employees.
- Maintain HRIS-oracle
- Cross verification of the documents submitted by the employee.
- Initiate the background verifications and Take care of joining formalities.
- Bank A/C open for new joinees.
- Maintain compliance registers.
- Audit
- Maintain Notice board with latest changes in any act/compliances.
- Organizing employee engagement events such as work station competition, fundoo activity, birthday celebration, festival celebration events.
- Monthly R&R.
- Attendance & TimeManagement
- Leave Management
- Payroll Processing
- Salary Preparation.
- Maintain the discipline and grievance handling.
- Generate & Transfer of UAN & ESI No. for new joinees.
- Help employee to withdraw PF.
- Monthly PF & ESIC report.
- Took disciplinary actions like issue of Warning letters, Termination letters
- Help Employees in performance Appraisal.
- Developing HR-polices.
- Taking Exit interviews.
- Process F&F of exit employees.

Ringin Bells PVT LTD.

Industry: IT

Job role: HR Executive

Duration: Oct 2015 to 2016

JOB RESPONSIBILITY:

- Sourcing, screening, interview scheduling & coordination, negotiation compensation packages etc.
- Sourcing profiles through job portals (Naukri jobs, monsters, indeed), cold calling, mass mails, job postings on free job posting sites and paid.
- Completing the joining formalities by providing Employee Induction and Orientation along with documentation work

- Responsible for issuing letter of intent, Offer letter, Appointment letter experience certificate.
- Maintain master data for all employees.
- Generate & provide the E.code.
- Provide ID-Cards to employees
- Cross verification of the documents submitted by the employee.
- Initiate the background verifications and Take care of joining formalities.
- Bank A/C opens for new joiners.
- Attendance, Leave & Time Management (manually)
- Leave Management
- Payroll Processing
- Salary Preparation.
- Organizing employee engagement events such as work station competition, fundoo activity, birthday celebration, festival celebration events.
- Maintain Notice board with latest changes in any act/compliances.
- Maintain the discipline and grievance handling.
- Generate & Transfer of UAN & ESI No. for new joiners.
- Help employee to withdraw PF.
- Monthly PF & ESIC report.
- Help Employees in performance Appraisal.
- Developing HR-polices.
- Process F&F of exit employees.

Declaration:-

I hereby declare that the above written particulars are true to the best of my knowledge & belief.

Place: Ghaziabad

(Kamakshi)