



KRITIKA CHATURVEDI

HR Operations

Phone: 8953466221

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PROFILE

MBA – HR Fresher with Internship experience seeking a suitable job opportunity with a stable organisation. Experience of On-boarding of new joiners, documentation and filing and Employee Engagement.

MBA –HR & Finance

Graduated, July 2018

Swami VivekanandSubharti University

B.COM : Graduated, June 2016

Deen Dayal Upadhyay University

WORK EXPERIENCE

Manya Education Pvt. Ltd.(The Princeton Review), Delhi

28/Sept/2018-Till date

Intern - HR Operations

- Assisting with day to day operations of the HR functions and duties.
- Compiling and update employee records (hard and soft copies) on HRIS.
- Preparing all Communication letters-Offer letter, Appointment Letters, Experience Letter.
- Handling Joining Formalities, documentation & Exit Formalities of the employees.
- Maintaining and updating MIS on a daily basis.
- Management of Personal Files
- Co-ordination of Employee Insurance Schemes Nomination /Coverage / Follow up etc.
- Initiating campaigns related to employee engagement activities.
- Creating and sending e-mailers and PPTs for employee communication.

PERSONAL DETAILS

Name: Kritika Chaturvedi

Marital Status: Single

Birthday: August 01, 1997

Declaration

I, here by declare that the information mentioned herein is true and correct to the best of my knowledge and belief.

Place : New Delhi

Kritika Chaturvedi