

RESUME

Mansi

Phone Number: - 9354712242

Email-id: - mansichaudhary1002@gmail.com

Career Objective:

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

PROFICIENCY FORTE:

- Recruitment of highly qualified personnel, having experience in IT/Non IT field.
- Issuing Appointment Letters and generating their employee code.
- Maintaining records of attendance of employees and sending daily report to the manager.
- Final settlement of the employees– issuing clearance form and providing relieving and experience letters.
- Handling employee grievances related to attendance leave deduction etc.
- Looking after day to day office activities.

Educational Background:

- Achieved Bachelor's degree in Engineering (with Computer Science), from **ABESIT** in the year **2018** with **67.7 %**
- Passed High School from Dehradun Public School in the year **2012** with **9.2** CGPA
- Passed Secondary School From Dehradun Public School in the year **2014** with **60.8 %**
- Pursuing MBA From Subharti University, Meerut.

Employment Status:

Worked as HR Executive in **Ebriks Infotech Pvt. Ltd** from June 2018 to December 2018.

Working as HR Executive in **Mobulous Technologies** from December 2018 till now.

Work Profile:

- Creation & Implementation of HR Policies.
- Recruitment–Understanding manpower requisition from the concerned department, understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Recruitment of highly qualified personnel, having experience in IT/Non-IT field.
- Responsible for all level of hiring throughout the organization
- Employee Relations: Responsible for maintaining cordial relations with all the employees.
- Leave Management: Responsible for maintaining leave policy of company and leave records of all employees.
- Maintaining employee files and the HR filing system.
- Ensuring the day-to-day efficient operation of the HR office.
- Conducting employee engagement activities.
- Responsible for employee welfare and relation activities viz. employee referrals, welcome of new joiners, celebration of achievements and birthdays.

Computer Skills:

- Familiar With C Language
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel

Academic Achievements:

- Research paper accepted in “**International Journal of Creative Research Thought**”
- Coordinated a coding event in competition “**Tetrahedron**”.
- Certificate of team leader at school level
- Winner of **MISS NCR 2018** and **MISS FABULOUS 2018**

Strength:

- Good interpersonal communication skills.
- Creative.
- Strong analytical abilities.
- Responsible.

PERSONAL PROFILE:

Father Name : Mr.Vinod Kumar

Languages Known : English, Hindi.

Status : Single

Nationality : Indian

Undertaking :

I hereby declare that the information provided here is to the best of my knowledge.

Date:

Name: Mansi

Place: Ghaziabad

