

CURRICULUM VITAE

Priyam Arora

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Noida, UP – 201301

CAREER OBJECTIVE

To build career in an organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling my organizational goal and climb the career ladder through continuous learning and commitments.

EDUCATION PROFILE

- Passed **PGDM** from Guru Nanak Institute of Management with the aggregate of 78% in 2017.
- Passed BCA from DCRUST University, Sonapat with the aggregate of 74.57% in 2015.
- Passed 12th from CBSE with the aggregate of 54% from Assisi convent school noida in 2012.
- Passed 10th from CBSE with the aggregate of 79.8% from Assisi convent school noida in 2010.

COMPUTER SKILLS

Proficient in Ms Office, Advance Excel, HTML, VB.

LANGUAGE KNOWN

English, Hindi

COLLEGE PROJECTS

Did project in BCA on “airline management system” in VB

- Worked as a team leader
- Designed the interface and used to coordinate with the mentor.

INTERNSHIP

Minor Project Internship

Organization: I-Process Services (India) Pvt. Ltd

Period: 2 months (june'16-july'16)

Department: Human Resources

Project Title: Recruitment, Selection

Work Content:

- Scheduling and conducting interviews for ICICI bank.
- Planning the recruitment drive.
- On Daily basis Follow-up for fulfilling the vacancy in ICICI Bank.
- HRMS data collection and data feeding.
- Preparing monthly HR drive plan.

Major Project Internship-

Organization: Biz Spice India Pvt. Ltd

Period: 3 months (jan'17-april'17)

Department: Human Resources

Project Title: Recruitment

Work Content:

- Scheduling and conducting interviews.
- Planning the recruitment drive.
- On Daily basis Follow-up with Consultants.

WORK EXPERIENCE

HR Coordinator at CINEPOLIS PVT LTD (Jan 18'- Till Now)

- Respond to internal and External HR Related Inquiries and provide assistance.
- Produce and submit reports on general HR activities.
- Responsible for Maintaining Total staffing level presence in cinema.

- Responsible for checking attrition level and try to reduce it at site.
- Responsible for On-time completion of Joining formalities including Offer Letters, Emp Codes, Medclaim, ESIC Cards, Uniforms and ID Cards.
- Responsible for all FnF to be sent for Processing with Accurate and complete details in Stipulated time
- Responsible for Maintaining HRIS Data, On-time data entry, New Joinee Entry, Transfer other Master details.
- Maintaining personal record of employees in file and timely updating the same
- Responsible for Matching Attendance with In-out Punching and In-Out Entry in register.
- Errorless Attendance for Payroll Processing with full accuracy.
- Responsible for Audit report and ratings achieved in HR dept

HR Executive at OSN Placement Services PVT LTD (June 17' - Dec17')

- Screening Candidates, Scheduling and conducting interviews
- Planning the recruitment drive.
- Daily basis Follow-up for fulfilling the vacancy
- Maintaining relationship with clients
- After interview sharing feedback to the employee.

ACHIVEMENTS

- Organized Annual Function, in co-ordination with staff members and other students in art decorations.
- Headed a 3 member team and was responsible for lodging & boarding arrangements for outstation students.

OTHER INFORMATION

Hobbies & Interest

- Reading novels
- Listening music

OTHER PARTICULARS

- Date of Birth : 8TH December 1994

- Father's Name: Dr. P K Arora
- Gender: Female
- Marital Status: Unmarried
- Nationality: Indian

DECLARATION

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

PRIYAM ARORA