

## CURRICULUM VITAE

MallikaNarain

D.O.B: 28-09-1993

Mobile: 8860470348

EMAIL: mallikas309@gmail.com

Permanent Address: Greater Noida

---

### **Career Objective**

Seeking entry level assignments in Human Resources Management with an organization of high repute, a competitive and challenging environment where I can serve the organization and establish an enjoyable and rewarding career for myself.

---

### **Organization Exposure**

<b>MAX LIFE INSURANCE (Payroll ofRandstadIndia)</b>	<b>March'18-Present</b>
---	-------------------------

**Designation: HR Executive**

#### **Job Responsibilities**

##### **1. Talent Acquisition.**

- Conducting telephone and Personal interviews with the HR Manager & Departmentheads.
- Preparing offer letter, employment contract and jobdescriptions
- Completing joining Formalities anddocumentation

##### **2. Training &Development**

- Conducting Induction for employees on their first day of joining ensuring all processes related tothe induction are running absolutelysmoothly.
- Scheduling and arranging training while coordinating with external trainers and trainingprograms.
- Encouraging participation of employees in various organizationalevents.
- Assist the team to organize and conduct Leader's talk a forum where business leaders interact with new hires of the company an initiative dedicated to the operationsteam.
- Collect feedback from employees and make necessary curriculum updates andimprovements
- Issuing training certificates after completion of thetraining.

### 3. HRAdministration

- Maintaining employee's personal files and records.
  - Designed Policies and Various HR Forms and Induction Program.
  - Onboarding Formalities
  - Exit Formalities
  - Consult with line management and provide daily HR guidance to teams
  - Resolve complex employee relations issues and address grievances.
  - Provide HR policy guidance
  - Maintaining Data base for HR Teams
- 

#### Summer Internship

During PGDM (2015-2017)

##### **Mentoring Programme Effectiveness at Tata Power Delhi Distribution Ltd**

- Organization : Tata Power Delhi Distribution Ltd.
- Department : HR L&D Dept.
- Duration : 8 Weeks (April'16-June'16)

During BBA (2012- 2015)

##### **Analysis on Effectiveness of Summer Internship programme in TPDDL**

- Organization : Tata Power Delhi Distribution Ltd.
  - Department : HR L&D Dept.
  - Duration : 8 Weeks (May'13-July'13)
- 

#### Academic Qualifications

Degree	University/ Institute	Year
PGDM (Post Graduate Diploma in Management) Major- Human Resource Minor- Information Technology	Delhi School Of Business, VIPS - Technical Campus, Delhi	2015-2017
Bachelor of Business Administration	Guru Gobind Singh Indraprastha University	2012-2015
Senior Secondary(12 <sup>th</sup> ), CBSE	Somerville School	2012
Secondary (10 <sup>th</sup> ), CBSE	Somerville School	2010
ERP – SAP HCM	Aprtron Institute, Noida	2018

## Research Reports

**PGDM(2015-2017)**

Research Report on Extension of Brand ZARA to a Tier 2 City

---

## Exchange Program Certifications

International Business & Economics  
Sustainable Management  
Marketing Excellence

National University of Singapore  
Asian Institute of Technology, Thailand  
Faculty of Management Studies, DU

## IT Skills

- Office Productivity Software such as MS Office (especially **PowerPoint & Excel**)
  - Basic Knowledge of **Apache Hadoop, Pig, HBase**, and **Apache Spark**
- 

## Extra-Curricular Activities & Achievements

- Member of the organizing committee for Annual Inter-College fest.
- Participated as the Event Coordinator for Annual Cultural Fest.
- Member in NGO (Rainbow Foundation)
- Experienced Studio Designer
- Photographers