

Resume

Premlata Yadav

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B-1206, Prateek Laurel, Sec-120, Noida

CAREER OBJECTIVES

To achieve professional excellence through using the contemporary knowledge and cutting-edge tools of HR practices.

PROFESSIONAL EXPERIENCE

<u>Organization</u>	<u>Tenure</u>	<u>Designation</u>
1. Global Economic Advantage	Since Nov 1, 2009- July 2011	Trainee-HR
2- R V Solutions Pvt Ltd	Since Aug 1, 2011-Jan 2017	Executive-HR –Sr. Executive
3- Sharika Enterprises Ltd.	Since Jan 30, 2017-Till Date	Asst. Manager -HR

Area of Purview as Executive-HR & Senior Executive-HR

❖ Recruitment:

- Sourcing resumes through various jobs portal, Advertisements, Head hunting etc.
- Scheduling the interview for all levels / across all roles
- Conducting interview up to Middle Level Management & Short listing candidates in the preliminary round coordinating / interacting with the candidates while conducting telephonic interview to understand their competency.
- Coordinating & follow up with the candidates till joining.

❖ Joining and Induction :

- Designing of Offer **Letters and Appointment letters** for the new recruits / incumbent
- Design a structured Induction program for all new joiners and responsible for their orientation and induction.
- Responsible for maintaining & updating of employee database management
- Initiate back ground verification check for new joiners
- Orientation on Company Policies and Practices

❖ Time Office Management

- Maintaining & Updating Leave and attendance record, Payroll Inputs
- Maintenance & updating of employee Personnel Files

❖ Compensation Administration: Designing Offer Proposals for selected candidates, process involves the comparison of group salary structure in that grade and scale , along with reconciliation of the expected salary and salary offered

❖ Employee Engagement Activity :

- Designing Annual calendar, organizing and implementing monthly events - conducting monthly open house
- Supporting the Department Heads in mentoring and counseling employees
- Plan & Involve employees for various activities like National Festival celebrations, Sports, cultural activities, hosting Family Day, quarterly health check-up camps and other monthly employee welfare activities.
- Successful implementation of HR audits, feedback for continuous improvement & ensuring Employee Satisfaction and an employee friendly corporate climate

❖ HRIS

- Responsible for employee creation
- Tracking leave data
- Generate report from I reporter
- Played the role of HRFAC
- Responsible for deactivation of employee and final closure

❖ **Performance Appraisals:**

- Validation of appraisal of the employees.
- Maintaining the appraisal records.
- Coordinating with the functional heads for timely appraisal.
- Release of confirmation letter of post the appraisal of the employee

❖ **Exit Formalities:**

- Executing exit formalities as per company policies
- Full and Final Settlement

Educational Qualification

- 12th (C.B.S.E) in the year 2002 from K.V No. 1, Gwalior.
- 10th (C.B.S.E) in the year 2000 from K.V No. 1, Gwalior.
- Bachelor of Science in year 2007 from Jiwaji University.
- Two years Post Graduate Diploma In Business Management (PGDBM) in 2010 from Indore Indira school of career studies .Dual Specialization in Human Resource (Major) and Marketing (Minor)

Summer Internship: Bridgestone India Pvt Ltd

April – June, 2009

Project Brief: Support Recruitment Process Evaluation

- Analyzing the Recruitment process and dependence on various sources for Support Recruitment

Objectives:

- To understand Organizational Functionality- Support Recruitment and Organizational Hierarchy
- To design Performance Scorecard to evaluate hiring consultants and categorize them.
- To design a Tracker for Conversion Ratio analysis at various positions
- To evaluate the Recruitment process and compare the Recruitment cost on Year-on-Year Basis

Deliverables:

- Evaluation of key Hiring Consultants and designing a Performance Scorecard
- Designing a Tracker_Sheet to collate data of a particular job opening (say DSS Manager) and then, finally use the data to evaluate the Conversion Ratio of various consultants.
- Interpretation on data to find percentage-share of various Recruitment Sources:
 - Source-wise: Internal and External
 - Status- wise: Closed Positions/ In the process/ Scrapped or Hold Positions
- Comparison with previous year data to evaluate the Cost of Recruitment.
- Recommendations to reduce Recruitment Cost and bring efficacy in process.

Key Assignments/ Projects Delivered

Designing a Competency Model for Sales Agents

Company: Global Economic Advantage, India

- To design Job Description for Sales Agent, identify key Competencies, design Evaluation Matrix and Competency Model to be used for Recruitment and Training

Amendments and Awareness of HR Policies

Company: Hero Motors Limited, India

- Reviewing the HR Policies, conducting survey and recommending ways to enhance the awareness.

Academic Achievements

- Represented K.V.No.1 (Gwalior) in **GREEN OLYMPIAD** quiz competition
- Participated in All India Environmental Awareness by **JIM CORBETT**
- Wrote articles in school and college magazine.
- Organised:-
 - Blood Donation camp at College Level.
 - And coordinating various events at Aayaam

- Handled Recruitment Process of ITI.
- Obtained:-
 - **NCFM** Beginner's module and scored 78%.
 - 1 prize in Drama competition at College Level.
 - prize design mania Aayaam
- 3rd prize Solo Singing competition Aayaam

Personal Details:

- ❖ Date Of Birth : 03rd Nov 1983
- ❖ Marital Status : Married
- ❖ Correspondence Address : B-1206, Prateek Laurel Apartment, Sec-120, Noida
- ❖ Contact Number : +91 8527019881

All information provided above is true to my knowledge and certificates would be provided if required to substantiate the above.

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(Date)

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(Place)

(Signature)