



SALONI GOEL

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OBJECTIVE

To secure a challenging position in Human Resource Department that utilizes my learning while allowing me the opportunity to grow professionally. My goal is to become a valued asset of your organization.

SKILLS AND CORE COMPETENCIES

- Full and final settlement and payroll inputs.
- SPOC for any exit and payroll related concern, Ex-employees' background verification, Rehire checks.
- HR Communication letters, sending of recovery letters and preparation of monthly recovery report.
- Joining and exit Formalities, SAP, Processing of Salary advance as per policy.
- PF, ESI, FNF concerns, Gratuity, Bank account validation.
- Able to take initiative and work independently. Believe in automating tasks as far as possible.
- Ability to multitask and prioritize work.

WORK EXPERIENCE

InterGlobe Technologies Pvt. Ltd (Aug'17 till date) - Currently assisting in Payroll processing for PAN India along with above responsibilities.

SUMMER INTERNSHIP PROJECT

Eight weeks of summer internship in **Recruitment & HRIS** at **Gemini Solutions Pvt. Ltd.**

Additional Responsibilities:

- Training Modules
- Employer Branding
- Helped employees in On- boarding and Of f - boarding formalities.
- Assisted team in daily HR activities.

EDUCATION

COURSE	BOARD	PASSING OF YEAR	% OBTAINED
MBA (HR & MKT)	Lord Krishna College (U.P.T.U)	2017	1 st Division
B.COM	C.C.S.U	2015	2 nd Division
12 th (Commerce)	C.B.S.E.	2012	60%
10 TH	C.B.S.E.	2010	70%

EXTRA CURRICULAR ACTIVITIES

- Represented college at University Zonal Fest 2016 in singing.
- Helped colleagues in employee engagement activities.
- Class represent ative.

"I hereby declare that the information given above are true to my knowledge and belief"

(SALONI GOEL)