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## **CAREER OBJECTIVE**

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A challenging career that will enable me to use my knowledge and skills to fulfill personal and strategic goals in a performance oriented organization.

## **WORK EXPERIENCE**

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### **HR & Administration Executive**

Maharishi Ayurveda Products Pvt. Ltd.

Jul 2012 to Mar 2014 (1 year 8 months)

Organize and maintain personnel records of employees. Update internal databases. Prepare HR documents, like employment contracts and new hire guides. Answer employee's queries about HR-related issues. Assist payroll department by providing relevant employee information (leaves of absence, sick days and work schedules) Arrange travel accommodations and process expense forms Schedule job interviews and contact candidates as needed. Participate in HR projects like help organize R&R. Develop training and on boarding material.

### **HR Executive**

Dimension Corporate Services

May 2014 to Dec 2014 (7 months)

Handling PAN India Recruitment functions involving sourcing resumes through Job portals, Internal Database, Employee referrals. Screening and short-listing the profiles according to the requirement. Handling Telephonic interviews in order to judge the candidate's suitability, Attitude, Academic & professional qualification, experience, communication skills. End to end coordination of interviews and follow up actions thereafter till the close of the position. Coordination for joining formalities.

### **HR Generalist**

Spykesoft Technologies Pvt. Ltd.

Feb 2015 to March 2018

Talent Acquisition, Induction and Joining Formalities, HR Operations & Employee Engagement, Documentation & Background Verification, Leave Management, Employee Data Management, Exit Formalities, Employee Grievances, Terminations, Attritions, Increments Calculations, Conduction Feedback session for employees.

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## **SCHOLASTIC**

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- MBA HR from Sikkim Manipal University, 2013 to 2015
- B.com from Delhi University in 2013
- 12th from CBSE Board, in 2008, Noida
- 10th from CBSE Board, in 2006, Noida

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## **Professional Certification**

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- HR Generalist Practical Training from Spectrum Info gain Services , Noida from Nov14 to Feb15
  - **Module Covered :-** Labor law & statutory compliances , Payroll management & income tax , HR generalist area, core HR domain , Interview session , Recruitment & selection , Desktop data security , Advance excel practical session.
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## COMPENTENCIES

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- Positive attitude
- Optimistic view
- Hard Working
- Work in group as well as independently
- Good communication skills

## HOBBIES AND INTEREST

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- Dancing
- Cooking
- Wandering
- Reading

## PERSONAL PARTICULARS

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Father's Name ---	Vijay Kumar Mishra
Husband Name--	Pramod Kumar Pandey
Date of Birth: ---	17 July, 1991
Gender ----	Female
Address-----	Noida Sec 110
Nationality ---- -	Indian
Marital Status: ----	Married

## DECLARATION

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I hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief.

Signature .....

RANI MISHRA