

RESUME



RINKU ROY

Add: K-1/128, C.R. Park

New Delhi 110019.

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Objective:

An energetic, self-motivated, hardworking, trained & qualified Human Resources (HR) Professional having experienced extended expertise in all aspect of HR with having MBA (HR) from Sikkim Manipal University.

Experience:

- 1- Two Years worked with M/s. **MAPMYINDIA PVT. LTD. Okhla Phase-3, New Delhi** as a Human Resource (HR) Executive.
- 2- One Year Six months worked with **LAW INTELLECT Greater Kailash, New Delhi** as HR & Admin Executive.
- 3- Currently working with **Concur Exhibits & Interior Private Limited, East of Kailash, New Delhi** from 6 months as HR Executive.

Job Description:

- Recruitment & Selection process- Interview Assessment-Joining Formality- *verifying documents, updating employee details of new joining,*
- Keeping and arranging of documents.
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets.
- Updating calendars and schedule meetings.

- Performance Management- Employment Process, Feedback of Performance, Probation extension, Confirmation. Issuing letters- *Feedback of Performance for appraisals*,
- Leave Management System
- Training- Induction process, on the Job Training-Evaluation
- Exit Formalities –No due Certificate, Hand over & Take over Process, Experience Letter, and Relieving letter Exit Interview Etc. Coordinate with Account & Finance Department and handling reliving process
- Management Information System
- Time office Administration -Attendance, Overtime & Bonus.
- Payroll Management-Salary and wages Preparation-Salary Slip- *Statutory Deductions*- Managed employee queries with regarding deductions
- Compliances- Computation of E.S.I. & P.F
- Preparation of returns under various Labour Laws i.e. E.S.I. Act P.F. Act, Etc.
- Handling personnel records.

Academic Qualifications:

EXAMINATION	INSTITUTION	
Secondary School Exam	RDGIC, Allahabad (2006)	
Sr. Secondary School Exam	RDGIC, Allahabad (2008)	
B.A (Including Office Management)	Allahabad University (2011)	
Nursery Teachers Training	VAG Institute, New Delhi (2013)	
MBA (HR)	Sikkim Manipal University (April 2017)	

- **Computer Skills:** Basic Computer: MS Word, MS Excel, MS Power Point, Internet, from NIIT.

Personal profile:

- DATE OF BIRTH : 12th June 1989
- MARITAL STATUS : Married
- GENDER : Female
- NATIONALITY : Indian
- INTEREST : Listening Music, Dancing, Traveling.
- STRENGTHS : Hardworking, honest, dedicated,
Positive Attitude, Punctuality
- LANGUAGES KNOWN : English, Hindi, Bengali

I do hereby declare that all above details given are true & correct to my knowledge.

Place:

Date:

RINKU ROY