

RESUME

ANITA PUNIA

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Female, Languages: Hindi, English

ACADEMIC BACKGROUND

Year	Qualification	University	Subjects
2011-13	MBA	M.T.U	Major: H.R ,Minor: Marketing
2008-11	BCA	Subharti University	Computers
2007-08	XII	(U.P. Board)	Arts
2005-06	X	(U.P Board)	Science

Cyfuture India Pvt Ltd.

HR Executive (Jun 18 to Present)

Responsibility:

Induction & Onboarding-

- ❖ Joining formalities.
- ❖ Properly filling relevant document of the new joinee as required.
- ❖ Giving a description on the policies, procedures and culture followed by the company.
- ❖ Biometric Punching.
- ❖ Introducing him/her to the team and supervisor or Manager.
- ❖ Coordinating with the IT Team to get his email id made.
- ❖ Send Welcome or onboarding mail.
- ❖ Issuing letters such as offer/Appointment.
- ❖ Background Verification.

Attendance & Leave Records-

- ❖ Maintain Biometric Reports .
- ❖ Keeping a track of the attendance of the employee.
- ❖ Update attendance through biometric or manually.

Documentation-

- ❖ Maintain Documentation Status

- ❖ Made letters Such as Appointment/offer/confirmation and increment.

Employee Engagement-

- ❖ Planning Activities or events on occasion, getting those approved by senior management and implementing those.
- ❖ Coordinating on various activity –Birthday Celebration, Diwali function ,Holi function, games.

Exit Formalities-

- ❖ Conducting exit interview of the employee who are resigning.
- ❖ Helping the person to be relieved properly.
- ❖ Issuing relieving letter or letter of experience.
- ❖ Doing the full and final settlement for the person.

WORK EXPERIENCE:

Elite Wealth Advisor Lmt

HR Associate- (May 17 to Jun 18)

Responsibility:

- ❖ Joining and exit formalities.
- ❖ Properly Filling relevant document of the new joiner as required.
- ❖ Introducing him /her to the team and supervisor or manager.
- ❖ Preparing letters such as offer and confirmation.
- ❖ Engaging with employees on a regular basis to understand the motivation levels of people in the organization.
- ❖ Payroll and manage HRIS
- ❖ Encourage the employees to provide reference for better prospectus.
- ❖ Maintaining and updating the database of the candidates.
- ❖ When a candidate is finalised and selected, giving him/her an offer letter
- ❖ Keeping a track of the attendance of the employees.
- ❖ Induction & Orientation of New joiner's.
- ❖ Engaging with employees.
- ❖ Attendance Management.
- ❖ Exit Formalities.
- ❖ Employee Engagement.
- ❖ Handling Grievances.

RITRC College, Mawana	<i>Lecturer</i>	<i>From 1st of August 2013 to August 2015</i>
Krishna Group of Institution, Mawana road (Meerut)	<i>Assistant professor</i>	<i>From Sep 2015 to June 2016</i>
Responsibilities	<ul style="list-style-type: none"> • delivering lectures, seminars and tutorials; • developing and implementing new methods of teaching to reflect changes in research; • designing, preparing and developing teaching materials; 	

- assessing students' coursework;
- setting and marking examinations;
- supporting students through a pastoral or advisory role;
- carrying out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;

KEY ACADEMIC PROJECTS

PERSONAL SKILLS

- ❖ Comprehensive problem solving abilities
- ❖ Excellent verbal and written communication skills
- ❖ Ability to deal with people diplomatically
- ❖ Willingness to learn
- ❖ Team facilitator
- ❖ Hard worker

EXTRA-CURRICULAR ACTIVITIES

- ❖ Took active participation and got positions in various events like Group Discussions, Debate at college level.
- ❖ Active member of the Dancing team in the intra-college dancing competition.
- ❖ Participated in various Group Discussions, Debate competitions.
- ❖ Participated in various Quiz competitions.

Achievements

- ❖ Got prize for holding first position in BCA.
- ❖ Won second position in the Intra-college Debate Competition.

ADDITIONAL INFORMATION

Applications	Ms Office
Linguistic	English, Hindi
Primary Skills Set	H.R & Marketing

PERSONAL DETAILS:

- ❖ Father's Name : Mr. Dhirsingh
- ❖ Mother's Name : Mrs. Mitlesh
- ❖ Date of Birth : 21/08/1992

PLACE

DATE:

ANITA PUNIA