

RESUME

NAINA KAUSHIK

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Address-Sector-40,Gurugram

Career Objective

Seeking an important and challenging role in an organization where I can attract with the new people and show my abilities

Career Summary

- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 1.4 years hand on experience.
- Extensive experience and consummate achievements building multiple best-in class organizations.
- Skilled in attracting the most qualified employees and matching them to jobs for which are well suited.
- Expert in taking the order from the seniors and giving the valuable suggestions.

WORK EXPERIENCE**1. Worked as a HR Recruiter at Jindal Intellicom Ltd. (April 2015- Oct 2015)**

Job responsibilities

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. Worked as a H.R Executive at Adixsoft Technologies Pvt. Ltd. (December'2017 – February'2019)

Job responsibilities

Recruitment

- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on the job requirement.
- Conducting telephone and Personal interviews with the HR Manager & Department heads.
- Preparation of offer letter, employment contract, job descriptions, completing joining formalities and documentation.

Training & Development

- Identification of training needs and nominating candidates for training.
- Coordinating with the External Trainers regarding the Training schedule.
- Scheduling the Training Program & collecting the Feedback.
- Issuing training certificates after completion of the training.
- Evaluation of the employees post training program.

HR Administration

- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement.
- Generate of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.

Educational Qualifications

Course	Board/University	Passing Year
10 th	S.V.S.V.M, Sahibabad – CBSE	2007
12 th	S.V.S.V.M, Sahibabad – CBSE	2009
B.B.A	I.M.E.(C.C.S.)	2012
M.B.A	I.T.S.(U.P.T.U)	2014

Project and training

- Completed Internship of 40 days from Bisleri International Pvt. Ltd.

Computer Skills

- Knowledge of MS Word, MS Power Point and MS Excel.

Personal Qualities

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people.

Personal Particulars

Name : Naina Kaushik
Father's Name : Mr. Rajesh Kaushik
Mother's Name : Mrs. Sunita Kaushik
Permanent Address : D-101, Shyam Park Extension, Sahibabad, Ghaziabad, U.P.
Date of Birth : 08/09/1991
Marital Status : Married

Declaration

I hereby declare that the information furnished above is true to best of my knowledge.

Place: Gurugram

Signature-

Naina Kaushik