

VEDHA VERMA

E-Mail: vedha8506@gmail.com □ **Contact No.:** +91- 9910649961

To provide efficient solution through my interpersonal and managerial skills and serve to the best of my ability to keep up the Company's reputation.

Professional Snapshot

- ❖ **Working as a Sr. HR & Finance Executive with CAMPUS LABS PVT. LTD. from 1st Apr'2016 to till date.**
- ❖ **Worked as an HR & Admin Executive with CAMPUS LABS PVT. LTD. from 16th Sep'2013 to 31st March 2016.**
- ❖ **Worked as an HR Recruiter with MINDSEYE CONSULTANTS from 17 Dec' 2012 to 14th Sep' 2013.**
- ❖ **Worked as a Project Delivery (Team Lead) with DIMENSION INDIA NETWORKS (P) LTD from 17th August 2010 to 31st October 2012.**

Organisational Exposure

Since 16th Sep 2013 to till Date
Sr. HR & Finance Executive

CAMPUS LABS PVT. LTD.

Roles & Responsibilities:

- ❖ Coordinate with the Consultants for Recruitment.
- ❖ Completing the entire joining formalities of the new hires
- ❖ Taking care of Letters - Appointment / Confirmation/ Increment/ Relieving/ Experience etc.
- ❖ Taking Care of HR Operations and Bank Formalities.
- ❖ Managing Employee information systems (Including Work Day, Data Base & Personal Files)
- ❖ Taking care of Attendance and Leave Management.
- ❖ Managing Payroll Process.
- ❖ Be the Policies Custodian for all the HR related policies.
- ❖ Plan & Execute Staff Welfare activities
- ❖ Manage Employee Grievances/Queries and timely Escalation to the right level of Authority.
- ❖ Monitor PF and Tax related issues of Employees.
- ❖ Conducting Exit Interview.
- ❖ Taking care of Full and Final Settlement of the Employees.
- ❖ Taking care of all statutory payments
- ❖ Dealing with all payments issues of the organization.
- ❖ Handling petty cash.
- ❖ Handling taxation.
- ❖ Co-ordinating with the company CA.

Skills:

- ❖ Evidence of excellent communication – both written and verbal, with the ability to relate to employees and management at all levels.
- ❖ A genuine passion for working with employees and managers on solving problems.
- ❖ Ability to quickly and effectively build relationships regardless of leader's style.

- ❖ Strong in HR Coordination
- ❖ Multi-Tasking Professional
- ❖ Excellent Inter-personal Skills and Tactfulness for Handling Employee Issues.
- ❖ Ability to work under Pressure.
- ❖ Willingness to learn and adapt in a highly process driven environment.
- ❖ Ability to work with Teams in a Collaborative Environment.
- ❖ Quick learner, extremely Goal-Oriented and Innovative individual.
- ❖ Flexibility and Adaptability to learn as well as action things quickly.
- ❖ Exceptional competency in handling tasks both individually as well as within a team.

Organisational Exposure

Since **17th Dec 2012 to 14th Sep 2013**
HR Recruiter

MINDSEYE CONSULTANTS

Roles & Responsibilities:

- ❖ Understanding the client's needs.
- ❖ Working on various job portals in terms of sourcing and screening various resumes for different requirements
- ❖ Sourcing the right talent using different portals, social websites, headhunting, references and contacts.
- ❖ Sourcing suitable candidates according to the requirement.
- ❖ Scheduling interviews and interviewing prospective candidates.
- ❖ Following up with shortlisted or selected candidates until their joining.

Key Clients

Benetton India Pvt. Ltd., Madura Garments, Devyani Int. Ltd. (KFC, Vaango, Costa Coffee & Pizza Hut), Landmark (Tata), Giordano Fashions, Energized Solutions, WH Smith, Starmobitel, Kazo Fashions, JFL (Dominos & Dunkin' Donuts), Colorbar Cosmetics, Godfrey Philipps, Faces Cosmetics.

Organisational Exposure

Since **17th Aug 2010 to 31st Oct 2012**
Project Delivery (Assistant manager)

DIMENSIONS INDIA NETWORKING SERVICES (P) LTD.

DIMENSION INDIA NETWORKING SERVICES (P) LTD. which is an outsourcing organization currently working for **INDIAMART INTERMESH LTD. INDIAMART is India's largest B2B Marketplace** and has been at the fore front of business promotion on the internet and is evolving itself into a complete business promotion service company. **INDIAMART is the first Indian company in our domain to have received ISO 9001:2000 certification** for overall quality management and the organization's ability to successfully "meet customer, regulatory and statutory requirements".

Professional Qualification

- ❖ **MBA (HR & Marketing)** from Greater Noida Institute of Technology (UPTU) in the year 2010 with 69.08%.

Academic Credentials

- ❖ **B.Sc (PCM)** from Agra University in the year 2008 with 56.07%.
- ❖ **10+2 (PCM)** from CBSE Board in the year 2004 with 59.2%.
- ❖ **10th** from CBSE Board in the year 2002 with 73.6%.

IT Skill

- ❖ Microsoft Office Suite
- ❖ Proficient usage of internet

PERSONAL DOSSIER

NAME	VEDHA VERMA
FATHER'S NAME	MR. BABU LAL VERMA
FATHER'S OCCUPATION	BUSINESS MAN
MOTHER'S NAME	MRS. SUSHILA VERMA
MOTHER'S OCCUPATION	HOUSEWIFE
GENDER	FEMALE
MARITAL STATUS	SINGLE
NATIONALITY	INDIAN
PRESENT ADDRESS:	A-126, SEC 19, NOIDA: 201301, U.P.
PERMANENT ADDRESS:	ALIGARH
LANGUAGES KNOWN:	ENGLISH, HINDI and URDU

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