**CURRICULUM VITAE**

**Aditi Pasricha**

**D/O Inder Kumar Pasricha**

**Email Id:-surbhi.pasricha @gmail.com**

**Mobile: - +91- 7428715185**

**Present address: Sector-41, Noida- 201301(Uttar Pradesh)**

**OBJECTIVE**

Attain the position of “HR Generalist” in your company, where I can utilize my expertise in the employee management through my excellent communication and inter-personal skills, contributing towards the development of the organization.

**PROFILE SUMMARY**

* Masters of Business Administration with specialization of Human Resource (HR) and Marketing.
* Seeking a challenging job position to use my problem solving and hardworking skills for the mutual growth.

**WORK EXPERIENCE**

**Company :** 24 Frames Digital

**Experience :** 5 Months(Nov 2018- Present)

**Profile :** HR Generalist

**Job Summary** :

Searching the database/web/job sites to source out the required resumes/CV, Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests,  
• Exposure of Handling recruitment, Training the candidates on interview pattern and interview tips for all the rounds of interview, Making Cold calls & Head-hunting, End To End Recruitment From Start To END   
• Taking Care of Joining formalities of the Employees,   
• Co-ordination with the new joining of the internal employee, Issuing the Offer Letter and explain the salary details & Other Employment Registration forms,   
• Responsible to handle daily activities like Hr Activities, Employees coordination, Attendance and leaves management and other activities  
• Including Recruitment and Management.  
• Employee orientation, Policy development, Documentation, and Handling grievances.  
• HR Operations and Management.  
• Induction of new Joinees   
• Performance management system  
• HR Auditing   
• Administration work activities   
• Solving issues and queries of the employees   
• Arrange parties and outing for the team.

**Hire For :-**

1. Streaming Engineer
2. Sales Head
3. AVP
4. VP
5. Technical Support
6. Client Servicing
7. Video Editor

**Company :** Brancosoft Private Limited

**Experience :** 6 Months(April 2018- October 2018)

**Profile :** HR Generalist

**Job Summary** :

* Recruitment
* Induction of new Joinees
* Employee Engagement & Orientation
* Training & Development
* Grievances handling
* Payroll management
* Performance management system
* Joining & Exit formalities
* Documentation
* Administration work activities
* Issuing of Offer letters, Appraisal Letters, Experience Letters, Relieving Letters & Full and Final Settlement
* Solving issues and queries of the employees.

Hiring for:-

1. PHP developer
2. iOS Developer
3. Android Developer
4. Business Development Executive/Manager - Online Bidding
5. Business Solutions Specialist
6. Business Analyst
7. Python/Django Developer
8. Project Manager/Coordinator

**Company :** SAM MANPOWER & CAREER SERVICES LLP  
**Experience :** 6 Months( November 2017- April 2018)

**Profile :** HR Recruiter

**Job Summary** :

Searching the database/web/job sites to source out the required resumes/CV, Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests, Exposure of Handling recruitment, Training the candidates on interview pattern and interview tips for all the rounds of interview, Making Cold calls & Head-hunting.  
  
**Hire for:-** All IT/Non IT Profiles.

**Company :** eWebGuru

**Experience :** 1 Year (September 2016- September 2017)

**Profile :** Online Sales Executive

**Job Summary** : Cold Calling, Mailing, Follow-ups with clients, Meetings, Chatting On Live chat Portals.

**PROFESSIONAL & ACADEMIC CHRONICLE:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **YEAR** | **UNIVERSITY/BOARD** | **PERFORMANCE** |
| MBA (HR & Marketing) | 2016 | UTU | 1st Div. |
| BBA | 2014 | CCS | 1st Div. |
| CLASS XII | 2011 | NIOS | 1st Div. |
| CLASS X | 2009 | CBSE | 2nd Div. |

**PROFESSIONAL SKILLS**

* Meet the objectives timely as assigned.
* Develop and maintain good communications and working relationships with team.
* Ability to deal with people and handling pressure.
* Good knowledge of computer tools like MS Office, Power Point etc.

**INTEREST**

* Surfing Internet.
* Cooking
* Reading Novels.

**DECLARATION**

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

Signature: Aditi Pasricha