**RESUME**

**ANITA PUNIA**

**Mob:- 9911857662,**

**Email id-**anitapunia24@gmail.com

Female, Languages: Hindi, English

**ACADEMIC BACKGROUND**

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| --- | --- | --- | --- |
| 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 joinee 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 joinee’s.
* Engaging with employees.
* Attendance Management.
* Exit Formalities.
* Employee Engagement.
* Handling Grievances.

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| RITRC College, Mawana | | *Lecturer* | *From 1st of August 2013 to August 2015* |
| Krishna Group of Institution, Mawana road (Meerut) | | ***Assistant professor*** | *From Sep 2015 to June 2016* |
| Responsibilities | * 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**

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| --- | --- |
| 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**