**CURRICULUM VITAE**

**Name**: AnkitaGautam

**Address**: Crossing Republik, Ghaziabad

**Mobile Number**: 7635060091

**Email ID**: ankitagautam298@gmail.com

**CAREER OBECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organizational goals.

EDUCATIONAL QUALIFICATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Standard | Institute | Board / University | Year of passing | Pass percentage |
| 1 | MBA ( HR, Finance) | IMS Engineering College, Ghaziabad | Dr. A.P.J Abdul Kalam Technical University, Lucknow | 2016-2018 | 71 |
| 2 | BBA | LS College,Muzaffarpur | BabasahebBhimraoAmbedkar Bihar University Muzaffarpur, Bihar | 2015 | 67.375 |
| 3 | Intermediate | Holy Mission Sr Sec School Dighra NH28 Muzaffarpur Bihar | Central Board of Secondary Education, New Delhi | 2011 | 65.4 |
| 4 | High School | Central Public School Tajpur Road Samastipur Bihar | Central Board of Secondary Education, New Delhi | 2009 | 70 |

**INTERNSHIP DETAILS:**

Name of the organization: Sudha Dairy (TIMUL)

Duration: 6 weeks

**Experience:**

Name of the organization: Webinator Technologies.

Duration: 7 month

Designation: HR Executive

**RESPONSIBILITIES**

➢ Recruitment & Selection:

Recruitment of various positions by screening resumes, taking Telephonic as well as F2F, salary negotiation.

➢ Induction Process:

New Employee Joining formalities, Smooth Induction Process, Proper Documentation process.

➢ Employee Personal Files:

Maintaining personal file of employees, perform periodic audit of files, maintaining confidentiality.

➢ Training & Development:

Prepare Training Plan for new joining & ensure smooth execution of training plan.

Responsible for Identifying Training Need Analysis & arrange external relevant training for employees.

Maintaining records of Internal & External Training.

➢ MIS Management:

Maintaining MIS relevant to Employee, Recruitment & make timely changes when required,

➢ Employee Engagement:

Maintain a calendar for the events like birthday, festivals etc.

Organizing celebrations like birthdays celebrations, festival and month ending parties.

Handling employee communication mails like greetings, suggestion, circulars.

➢ Employee Grievances:

Responding and resolving employees grievances, queries and concern areas related to any HR function

➢ Exit Process:

Handling thorough Exit process of employees including issuance relieving letter, experience letter.

➢ General Administration

**TECHNICAL SKILLS**

* Knowledge of MS power point, MS word and MS excel
* Knowledge of Microsoft windows 10, windows XP

**STRENGTHS**

* Team player
* Hard worker
* Self learner
* Empathetic in nature

**ACHIEVEMENTS AND CO-CURRICULAR**

* Rank holder in BBA
* Member of News letter Committee
* Committee member at Vibgyor (fest at IMSEC)
* Won 2nd prize in Spanish dance competition at Vibgyor (fest at IMSEC)
* Committee member at Aaghaaz (management fest at IMSEC)
* Won 3rd prize in Event “100 kadum” at Aaghaaz (management fest at IMSEC)
* Won 2nd prize in presentation competition on “DREAM COMPANY”

**PERSONAL DETAILS**

Father’s name: Mr. Ram Babu Tiwary

Mother’s name: Dr Kumari Rekha

Permanent address: Shree Krishna Nagar Khabra, Muzaffarpur, Bihar

Nationality: Indian

Languages known: English, Hindi

Marital status: Single

DOB: 29-03-1994

Ankita Gautam

(Signature) Date:25/03/2019