Kamakshi,

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Sec 31, Gurgaon

Email:lovelykamakshi13@gmail.com

Mobile: 8700586918

Objective:

To obtain a position as a Manager of Human Resources that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

**PERSONAL DETAILS:**

**Date of Birth** : 13-Feb-1992

**Gender** : Female

**Marital Status** : Single

**Nationality** : Indian

**Language Known**: English, Hindi

**Hobbies**: Internet surfing, and learn to something new.

**Target Job Location:** I CAN RELOCATE ANYWHERE.

**Core competencies:**

*1) Ability to recognize problems develop a solution and resolve them.*

*2) Strong work ethic leading to jobs performed at the peak of perfection.*

*3) Exemplary leadership skills and personable nature with coworkers*

*4) Adjustable in any kind of Environment.*

### CURRICULUM –VITAE

Kamakshi

Email id: [lovelykamakshi13@gmail.com](mailto:lovelykamakshi13@gmail.com)

Contact No. 8700586918

**Experience:**

**Company- Jindal Steel & Pvt. Ltd.**

**Industry: Manufacturing**

**Duration: March, 2018 to Till Date**

**Position/Title: HR Executive**

**JOB RESPONSIBILITY:**

* To give and insight of all the HR polices & procedures to the new on board employee.
* Position creation
* Position Mapping
* Provide Training to employees on plant for new policy/procedures
* Provide necessary letters to employees
* Releasing Transfer order/Letter
* Maintain master data for all employees in portal
* Attendance & Time Management verify & approval
* Verify &Approval of reimbursements.
* Approval of Leaves
* Generate & Transfer of UAN & ESI No. for new joiners.
* Help employee to withdraw PF.
* Prepare Monthly PF & ESIC report.
* Generate PF & ESIC Challan
* Make payment of PF & ESIC
* Took disciplinary actions like issue of Warning letters, Termination letters
* Developing HR-polices.
* Resolving queries & grievance of employee
* Taking Exit interviews.
* Process F&F of exit employees.

**PVR Ltd.**

**Industry: ENTERTAINMENT CUM SERVICE**

**Duration: FEB-2016 to March-2018.**

**Job Role: BUSINESS HR ASSOCIATE**

JOB RESPONSIBILITY:

***Education:***

*Master in business administration in HR from ABES 2015*

*Complete Graduation from IMS IN 2013*

*Complete 12th examination from CBSE in 2010.*

*Complete 10th examination from CBSE in 2008.*

### *Computer Skills:*

### *GOOD IN MICROSOFT OFFICE,POWERPOINT, WORD ,EXCEL,INTERNET*

**HR Skills**

* Orientation & on boarding.
* Organizational Development.
* Alternative Dispute Resolution.
* Employee Relations.
* Staff Recruitment & Retention.
* HR Policies & Procedures.
* Recruiting.
* Screening.

**Extra:**

**SAP**

* Handling end to end recruitment cycle that includes sourcing, screening, interview scheduling & coordination, negotiation compensation packages etc.
* Take 1st round of interview
* Induction/Onboarding
* To give and insight of all the HR polices & procedures to the new on board employee.
* Offer Letter rolling
* Take care of joining formalities.
* Enroll new joinees in attendance software
* Generate & provide the E.code.
* Provide ID-Cards to employees
* Coordinate with vendor
* Maintain master data for all employees.
* Maintain HRIS-oracle
* Cross verification of the documents submitted by the employee.
* Initiate the background verifications and Take care of joining formalities.
* Bank A/C open for new joinees.
* Maintain compliance registers.
* Audit
* Maintain Notice board with latest changes in any act/compliances.
* Organizing employee engagement events such as work station competition, fundoo activity, birthday celebration, festival celebration events.
* Monthly R&R.
* Attendance & TimeManagement
* Leave Management
* Payroll Processing
* Salary Preparation.
* Maintain the discipline and grievance handling.
* Generate & Transfer of UAN & ESI No. for new joinees.
* Help employee to withdraw PF.
* Monthly PF & ESIC report.
* Took disciplinary actions like issue of Warning letters, Termination letters
* Help Employees in performance Appraisal.
* Developing HR-polices.
* Taking Exit interviews.
* Process F&F of exit employees.

**Ringing Bells Pvt. Ltd.**

**Industry: IT**

**Job role: HR Executive**

**Duration: Oct 2015 to 2016**

JOB RESPONSIBILITY:

* Sourcing, screening, interview scheduling & coordination, negotiation compensation packages etc.
* Sourcing profiles through job portals (Naukri jobs, monsters, indeed), cold calling, mass mails, job postings on free job posting sites and paid.
* Completing the joining formalities by providing Employee Induction and Orientation along with documentation work
* Responsible for issuing letter of intent, Offer letter, Appointment letter experience certificate.
* Maintain master data for all employees.
* Generate & provide the E.code.
* Provide ID-Cards to employees
* Cross verification of the documents submitted by the employee.
* Initiate the background verifications and Take care of joining formalities.
* Bank A/C opens for new joiners.
* Attendance,Leave & Time Management (manually)
* Leave Management
* Payroll Processing
* Salary Preparation.
* Organizing employee engagement events such as work station competition, fundoo activity, birthday celebration, festival celebration events.
* Maintain Notice board with latest changes in any act/compliances.
* Maintain the discipline and grievance handling.
* Generate & Transfer of UAN & ESI No. for new joinees.
* Help employee to withdraw PF.
* Monthly PF & ESIC report.
* Help Employees in performance Appraisal.
* Developing HR-polices.
* Process F&F of exit employees.

**Declaration:-**

I hereby declare that the above written particulars are true to the best of my knowledge & belief.

**Place: Ghaziabad (Kamakshi)**