**NUPUR SALUJA**

Contact: +91-9560355877~ E-Mail: [nupur.saluja5@gmail.com](mailto:nupur.saluja5@gmail.com)

**JOB OBJECTIVE**

**Seeking assignments in the domain of Computers with a growth oriented organization/institutions.**

**ORGANISATIONAL EXPERIENCE**

**Total 4.0years of Industry experience including Genpact and Pacific Experience. Presently working as an HR executive in Pacific for last 2.5 years and Worked in Genpact for 1.6 years from August 2010 to Feb 2012 as a Process Associate.**

**JOB RESPONSIBILITY**

**Pacific:**

**Working from last 2.5 years as an HR Executive.**

**My duties in my Company includes :**

* **Recruitment, Screening and selection process,**
* **Exit formalities /interviews and Grievance handling**
* **Maintaining Employee relation/making ER calendar**
* **Issuing PIPs/Warning Letters**
* **Joining formalities, Induction**
* **Maintaining employee database & Sending Birthday/Anniversary/Celebration mailers, IJP Interviews/feedback, Employee Management Activities.**
* **Attendance SheetMaintenance.**
* **Maintaining joining data and arrear sheet for payroll.**
* **Work on Excel or Word for various data maintenance and reports preparation.**

**Genpact:**

**I was working as a process associate in a USA based banking process, Also was involved in providing trainings to new Joiners.**

**Handling client queries on mail was also a part of my job profile.**

**EDUCATION**

**2010 M.B.A**from **Institute Of Management And Technology** (Faridabad) India in **Finance and HR**, with 75% marks.

**2008 B.Com with Computer Applications**from **Geeta Vidhya Mandir Girls College** Sonipat affiliated M. D. University Rohtak (HRY.), India, with 69% marks.

**2004** **Class 12th** from **C.B.S.E.** with 78.6% marks.

**2002** **Class 10th** from **C.B.S.E** with 65% marks.

**STRENGTH**

Hard Worker

Team Player

Love To Face Challenges And New Experiences

Goal Oriented And Focused

Innovative

Fast Learner

**HOBBIES**

Dancing

Reading Books and Novels

Net Surfing

Listening Music

Interacting with the people.

**EXTRA CURRICULAR ACTIVITIES**

Active participation in Scout & Guide competition.

Active participation in cultural activities in School and College and won prizes.

Got scholarship after 12th for scoring more than 75% marks from rotary club.

Got Silver Award for highest accuracy with high production in Genpact.

**PERSONAL DETAILS**

Date of Birth: 30th October ’1987

Present Address: A-105, 1st Floor, Sector 47, Noida (U.P)

Permanent Address: A-28, Sujan Singh park Sonipat (Haryana) 131001

Languages Known: English, Hindi