**CONTACT DETAILS**

Sector-6/29 Chiranjeev Vihar Ghaziabad, U.P -

201002

**Mobile**: 9971286910

**E-mail**:

**Upadhyayritu92@gmail.com**

**S K I L L S**

Recruitment & Selection

Induction & Orientation

Employee

Engagement

HR Operations

Grievance

Handling

Onboarding

Payroll Management

Attendance Management

**Hobbies:-**

Listening music, photoshoot,

Shopping, travelling

RITU UPADHAYAY

HR Executive with 1 year and 3 months of experience.

**O B J E C T I V E**

To strengthen and enhance my specialization as an **HR Executive professional** in a reputed and employee centric firm. Possess a great degree of desire to continue achieving excellence as well as leadership in the field of Human Resource Management.

**A W A R D S & A C H I E V E M E N T S**

Was awarded **“REDLEMON AVENGERS” 2** times at RedLemon Digital Pvt. Ltd.

In RedLemon Digital Pvt. Ltd. recruited more than 40 candidates from the junior to the senior levels in coordination with the management.

For RedLemonDigital Pvt. Ltd. conceptualized and created the complete joining process including induction program and implemented the same with more than

40 new Joinees

Personally recruited in excess of 50+ employees in my career till now

**E D U C A T I O N**

Masters in Business Administration –Specialization - Human Resource And Marketing from Management Education And Research Institute (G.G.S.I.P.U)-2017 WITH 7.9 C.G.P.A

B. Sc from University of Delhi in 2015 – 60%

Secondary from CBSE – (U.P)- 72%

Sr. Secondary from CBSE Delhi – 80%

**SUMMARY OF EXPERIENCE**

**E X P E R I E N C E**

**RedLemon Digital Pvt. Ltd.**

Noida (Digital Marketing Agency)

HR Executive - HR (January2018 till present )

Managed a Broad range of HR functions including Payroll, HR Policy designing and implementation, Personnel File Management, Employee Master Data, Employee Screening /Hiring

/Orientation, Employee Induction Training, Onboarding, Coordinating

Employee Appraisals, Employee Engagement Activities, etc.

Induction and On boarding:-

Providing Joining Kit to the new hires, providing employee handbook and also introducing the policies of the companies, welcome mail to the employees, generation of e-mail id of new hires, documentation and paper work, opening of salary accounts of new hires employees, punching thumb impression of new hires for the attendance.

Employee Engagement:-

Celebrating birthday’s of employees, birthday wishes mail with e-mailers, cake cutting, activites handling on cultural days such as women’s day, indepenndence day, republic day etc. Handling lunch programme responsibilities etc.

Payroll Management:-

Handling PF And ESIC responsibilities, calculation of salaries of employees on Excel and also in Greythr portal.

Have knowledge about TDS Deduction also.

Calculation of salaries and then making excel sheet required to the bank for the salary dispersion on accounts of the employees.

**Outcomes:**

**Sourced in excess of 100 candidates** through Database, Referrals, Head Hunting and Portals as per the requirements.

**Conceptualized and created formats** for Reference Check, Verification Form,Joining Kit, Induction Checklist format and Customized Calendar.

**Conceptualized and Implemented the concept of “Employee of the**

**Month”**which was very well received in the organization.

**Started the concept of Internship** in the company and provided 4 interns to technical and non-technical departments.

INTERNSHIP:

AMUL (GCCMF):-

I was selected as an intern in AMUL GCCMF from college internship placement in 2016.

Two months paid internship is provided by AMUL with a stipened of Rs 7000/-

The role of my internship was to determine the market share of AMUL pouch milk in Ghaziabad Vaishali area and to do the competitor analysis of Amul and its competitors.