**Curriculum – vitae**

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**AANCHAL RANA**

**Current Address : H. No – 56, Ashiyana Greens, Indirapuram**

**Contact No. : +91-6396836538**

**Email ID : aanchalrana11@gmail.com**

**Total Experience : 4.6 yrs (Manufacturing+Electronics)**

* **OBJECTIVE:**

Seeking a challenging position in a leading organization offering excellent opportunities for learning and career advancement, that would allow me to utilize my knowledge and technical skills and to serve the company to the best of my abilities.

* **PROFESSIONAL EXPERIENCES:**

**Organization :** Motherson Sumi System Ltd.

**Profile :** Jr.Hr Executive

**Location :** Sector -1, Noida .(Co-operate Office)

**Duration** **:** August 2014 – December 2016.

**Organization :** Salcomp Manufacturing India Pvt Ltd.

**Profile :** Hr Executive

**Location :** D-221 Noida Sector 63, Gautam Buddh Nagar

**Duration** **:** January 2017- March 2019

**Responsibilities:**

* Handling and Sourcing, Screening, and conducting Interviews direct and indirect cases.
* Working on HRMS, HRIS & RMS Software.
* Handling all the internal and external activities, during the interviews.
* Line up to candidates and get to interact with the seniors.
* Aggressively completing process regarding the joining with candidates to get their interviews done.
* Responsible for sourcing talented candidates according to the job descriptions through internal databases, Job Portals, References.
* Coordinate with candidates till joining formalities.
* Maintaining employee master data, mass Mailing, Job Posting and conducting the HR interview.
* Negotiating Salary of the selected candidates as per the company salary norms.
* Managing Joining Formalities.
* Taking Interviews and also worked in a profile of candidates to filling the all documentation kit.
* Giving the instruction about new joiners to get their medical checkup and update and filling their data and documents after done.
* MIS Maintaining (all the selection process)
* Lineup to candidates and conducting interviews
* Making offer letters, relieving letters, and experience letters.
* Reimbursement of bills and grievance handling.
* Taking care of all the activities of Hrs.
* Exit Interviews.
* Daily MIS updating activity to be shared with the seniors.
* Hiring Apprentice/Bvoc, and Staff joining formalities, Creating E- Mail Ids through UMT tools.
* Formalities of Department Changes of Operators and Staff.
* Filling Form 12 on daily basis.
* Making Employee ID Cards, activation and De-activation Process.
* Maintaining Staff attendance report on daily basis through the attendance server (Smart I, Biometric Device).
* Giving the training to operators during the joining.
* Maintaining the Absenteeism Record of staff.
* Pay Roll Process.
* Making PR and Creation of Inventory of Stationary (Access Cards, Ropes, Holders, Ribbons).

**TRAINING:-** Months HR Generalist Practical Training in ASAHR Management Institute.

**HR SKILLS**

* Payroll processing, Attendance, Leave
* Recruitment, Joining and Exit formalities, Induction
* T & D, Employee engagement, Employee Relation
* General Administration

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Stream** | **Board/University** | **Year Of Passing** |
| High School | Home Science | U.P. Board | 2006 (65%) |
| Intermediate | Commerce | U.P. Board | 2008(59%) |
| B.Com | Commerce | CCS University | 2011(68%) |
| MBA | Human Resource | Shobhit University | 2014(65%) |

* **Key Competencies:**

Positive Thinking

Quick Learner

Hard Worker

Zeal to learn

Punctual and positive attitude

* **PERSONAL details:**

**name** : Aanchal Rana

**Date of Birth** : 06/02/1990

**Father’s name** : Shri. Narendra Rana

**Language**  : Hindi, English

**Permanent Address** : H-228, Private colony, Meerut, U.P.

**Declaration**

I hereby declare that the information furnished above is correct to best of my knowledge.

**Aanchal Rana**

**Date : Place :………………**