# CURRICULUM VITAE

**PRAGYA KHYALIA**

G.C Emerald Heights,

Vaishali - 201010

(M) 9716540952;

Email: khyalia.pragya@gmail.com

**---------------------------------------------------------------------------------------------------------------**

Aspiring for challenging assignments in Human Resource Management with an organization of repute ~ looking for mid – level management role.

# PROFILE SUMMARY:

* + - A dynamic HR Professional with +6 years of experience in HR, having worked in areas of Performance Management, Compensation & Benefits, Employee Welfare and Administration, Recruitment.
    - Experience in implementing HR policies.
    - Detail-oriented, can handle multiple tasks to meet deadlines in pressure situations.
    - Focused and hardworking, self motivated and team oriented.

# EXPERIENCE

1. **Oct -16 onwards with Shristi Group (Shristi Hotel Pvt Ltd) (Saket) as Sr. HR Executive Reported to VP - HR.**

Verticals handled under Shristi Group :

* + - Shristi Hotel Pvt Ltd
    - Shristi Infrastructure Development Corporation Ltd :- Real estate
    - Shristi Urban Infrastructure Development Ltd :- Real estate
    - Shristi Udaipur Hotels
    - Rural Innovation Labs Pvt Ltd :- E commerce
    - Danpex solutions Pvt Ltd :- Logistics
    - Bharat Pay :- digital financial services

**Job Functions Include:**

**Talent Acquisition**

* + Overseeing & managing various recruitment stages (sourcing through vendor, short listing, scheduling, interview coordination, HR interview, Salary negotiation, reference check etc.)
  + Preparing salary fitment based on master data of existing employees in order to maintain parity & uniformity.

# Joining Formalities

* + Ensuring completion of joining formalities i.e. filling up of Application blank, PF nomination form, Salary A/c opening form and collection of references for employee verification.
  + Explaining new joiners about policies & benefits and helping them to understand various policies.
* Managing and maintaining personnel records and regularly updating the same in the database.
* Responsible for On boarding, Induction and completion of joining formalities for new hire.
* Provide Induction to all new joinees.

# Payroll Administration

* Preparing final attendance details & cross verification.
* Recording employee information such as probation, transfers and resignations, in order to maintain and update payroll records.

Making of Salary data for payroll process.

# MIS Reporting and Records

* Generating weekly, monthly, quarterly and yearly MIS reports.
* Generating & consolidating HR reports: Joiners, Separation, and Absconders as per need basis.

# Employee Engagement / Relations

* Creating an effective employee relations environment.
* Grievance handling measures practiced from time to time.
* Addressing day to day queries of employees.
* Frame and implement various engagement activities throughout the year as per budget.
* Create and deliver all the communications for the internal activities and initiatives Effectively managing welfare measures(Yoga), management - employee get together(Holi,Diwali), picnics & parties.

# HR Administration

* Maintaining files of all employees, including a copy of appointment order, experience certificates, resignations etc.
* Issuing letters like offer, appointment, confirmation, appraisal, experience, internal memos and circulars etc.
* Coordinating & managing the full and final settlement of all resignees with finance department.

# Aug’14 to Oct 16 with YSR Bearing Private Ltd.(Gurugram) as HR Executive/Admin Executive

**Key Responsibilities handled-**

* + Assist the HR manager in planning of Organizational recruitment.
  + Take the preliminary interview of the candidates.
  + Make the joining documents of new employees
  + Selecting candidates from multiple sources i.e. Social Networking sites, Recruitment Portals, databases etc.
  + Posting add on Job Portal i.e Naukri
  + Employee Background Verification
  + Convey the Policies and rules to the employees.
  + Maintain the records of employees.
  + Track the daily attendance of the employees.
  + Maintaining employee’s personal files and records.
  + Maintaining leave records, issue letters, etc.
  + Help Hr Manager in Preparation of full and final settlement.
  + Generation of Experience Letters, Relieving Letters.
  + Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

# EDUCATIONAL DEVELOPMENT:

**BBA 2008-11**

Graduation from Jaganath Institute of Management and Sciences

Diploma in International Business

**MBA in (HR) Human Resourse Management - 2011-2013**

MBA from Sikkim Manipal University

**XII (CBSE), 2008**

Kathuria Public School, New Delhi

**X (CBSE), 2006**

Kathuria Public School, New Delhi

**COMPUTER SKILLS**

* Ms-office (Word, Excel, Power Point)
* Internet Savvy

**EXTRA CURRICULAR ACTIVITIES & ACCOLADES**

* Actively involved as an organizer of Annual College Festival.
* Served as a House prefect in school

**PERSONAL DETAILS**

Date of Birth : 04-Dec-89

Language Known: English, Hindi