**JEEVIKA JANMEJYA**

Manager HR, Stellar Group ([http://stellargroupindia.com](http://stellargroupindia.com/contact-us.html))

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A dedicated Human Resource Generalist with exceptional communication and organization skills, and good performance in employee relations and negotiations.

**Skill set:**

* Can effectively manage multiple assignment and tasks
* Good in negotiating compensation with candidates.
* Take initiative to organize and participate in various events
* Possess zest for learning and applying new concepts
* Possess patience, determination and discipline inherent to hockey and table tennis
* Can easily adapt to adverse situations and face challenges as observed in Military Training Camp

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| Work Experience: | | |  | | |
| Company | | | **Stellar Group** | | |
| Duration | | | **August’11- Till Present** | | |
| Title | | | **Manager HR** | | |
| Reporting to | | | **Director** | | |
| Job Profile | | | **HR Generalist** | | |
| Roles and Responsibilities:   * Pro-actively evaluate HR metrics and make recommendations to improve organizational effectiveness * Talent acquisition and development – Involved in the Full Life Cycle of Recruitment and Selection Process (screening through various web portals, conducting telephone conferencing for screening, scheduling interviews and compensation negotiation with candidates) * Recruited through campus placement drives (IIT Delhi, DTU, Sri Ram College of Commerce, St. Stephens, Lady Sri Ram College, other colleges of Delhi University) * Hands on recruitment experience across levels and across functions (Sales / Marketing /Accounts/ Projects/IT/Civil/ Hospitality/Banking) * Induction Process * Coordination of the implementation of services, policies, and programs through staff * Assisting in the Performance review and Appraisal process * Employee services and counselling * Compensation and benefits administration through Relyon Saral payroll software * Handling employee exit (full and final settlement) process * Organizing employee engagement activities (Table Tennis , Cricket Tournaments, Quiz Competitions, Music Fantasia-Inter-company Antakshri Competition) at Stellar IT Park to motivate employee interaction | | | | | |
| Company | | | **I next, Jagran Prakashan Limited** | | |
| Duration | | | **March’11- August’11** | | |
| Title | | | **Executive- Space Marketing** | | |
| Reporting to | | | **National Sales Head** | | |
| Job Profile | | | | | |
| Roles and Responsibilities:   * Direct sales and client relationship management including marketing presentations. * Prospecting, Research and Lead generation * Day-to-day management of key customers as well as consistent follow-ups on all core activities. * Interaction & co-ordination with other departments like Creative, Business Development and Branding * Along with Space Marketing also organized events like Fresh n Crazy fresher’s party, Management Avenues, Management Education Seminar, etc. | | | | | |
| Education Qualifications: | | | | | | |
| Course Details | Board/University | Institute | | Year of Passing | %/CGPA | |
| MBA- (Dual)  HR & Marketing | Amity University | Amity Business School, Noida | | 2011 | 7.21 | |
| B.Sc. (H) Zoology | Delhi University | Sri Venkateswara College,  New Delhi | | 2009 | 65.3% | |
| XIIth | CBSE | Amity International School, Noida | | 2006 | 80.4% | |
| Xth | CBSE | Amity International School, Noida | | 2004 | 80.2% | |

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| Internship Projects Undertaken: |  |
| Summer Internship Company | Escorts Agri Machinery Group, Faridabad |
| Title | “To understand and critically analyze the emerging trend of E-Recruitment and Selection Procedure being followed at Escorts Ltd. (Agri Machinery Group)” |
| Summary | Deduce the transition of Traditional practices of Recruitment and Selection which have been switched over with the latest means of E-Recruitment. |
| Dissertation Project | Impact of Compensation on Talent acquisition of Senior management |

**Awards and Achievements:**

* Have independently handled the HRM of all business verticals of Stellar Group
* Voted as the most amicable personality in class 11th
* Awarded bronze medal for hockey match at Sangathan
* Got a pre placement offer in Escorts AMG Group.

**Extra Curricular Activities:**

* Worked as student coordinator in ARENA, RETAIL SUMMIT management events held at Amity University
* Participated in Investment Mela, held at Amity University
* Actively participated in various sports events and cultural activities.

**Personal Details:**

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| Date of Birth | 24th September 1988 |
| Father’s Name | Mr. Satya Pal Singh Janmejya |
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