*CURRICULAM VITATE*

**PREETI TANEJA**

**M.B.A-HUMAN RESOURCE MANAGEMENT**

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* *CARRIER OBJECTIVE :*

**I want to secure a challenging position that allows me to get perfection in the field of MASTER OF BUSINESS ADMINISTRATION (HR - PROFESSIONAL). So I want to work with progressive Org. where I could utilize my knowledge & skills for mutual growth of Organization & me.**

* *SYNOPSIS :*
* Young, energetic and result oriented professional with **overall 7+ years of experience;** Extended expertise in **HR technical and functional areas** like Handling overall recruitment with different clients from topmanagement to entry level positions and Providing trainings to new employees, Highly ethical, trustworthy and prudent.
* Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively
* Dedicated and highly ambitious to achieve organizational goals as well as the personal goals
* Friendly with an upbeat attitude.
* Decision making skills with a positive approach.
* *PROFESTIONAL EXPERIENCE :*
* Currently I am working with **ENERGIE FITNESS (Energie Health Equipment Pvt. Ltd.) (New Delhi)** as a **(Manager HR-OPERATIONS) - April - 2015 To Till now**

***Activities Performed:-***

* Handling Complete Hiring process for **Energie Fitness**.
* Handle the **Monthly Payroll process** With Accounts manager**.**
* Maintain HR database like Work Manual, Precise, Repository etc
* Recruitment & Hiring of support department profiles in the organization.
* Mass mailing, Job Posting, Profile searching though Naukri Portal, Shine, Monster, LinkedIn, Etc.
* Lining up candidates though Telephonic, Mails, as well as personal interview.
* Short listing of suitable candidate for various profiles.
* Coordinating with various departments for lining up of candidate interviews.
* Salary negotiation & finalization of candidate before final round of interview with management.
* Planning training needs & arranging training session for all employees.
* Planning of Employee Engagement activities.
* Involvement in joining of the candidates along with all relevant documents.
* B.G.V of candidates (Background verification), Attendance, Employee Work Satisfaction.
* Engaging employees in Fun activities, Monthly b'day function,
* Solving employee’s issues related to company policies and regulations
* Monthly updating of the Leave records of all the Employees on the Biometric System. & following up for The Leave applications with the all Centers Staff.
* Maintain of daily Attendance Crosscheck with Daily Center Emails and match the Biometric Report Sheets with Manual Attendance sheets & Day Reports.
* Query and grievances handling of the Head Office Employees & Center Staff also,
* Preparing Data MIS.
* Issuing Offer Letters, Appointment Letters, Transfer Letters & Confirmation Letters.
* Taking Exit-Interview and Issuing Reliving letters & full and final statement of existing employees.
* Maintaining the records of the all center staff & Head Office Staff by maintaining their personal file.
* Supervise and manage all day-to-day office administrative activities.
* Maintaining record of AMC (Computers, AC, Inverter, Insurance, Etc) & taking care of Corporate Office & Branch Office.
* **(9 Months)** Work Experience on the post of **“Manager (H.R**-**Operations)”** **Human Resource Department.** From **“Sky Web Service Pvt. Ltd.”** New Delhi. **"July 2014 - March 2015”**

***Activities Performed:-***

* Monthly updating of the Leave records of all the Employees on the Biometric System. & following up for The Leave applications with the Employees.
* Query and grievances handling of the Employees.
* Checking for the Budget, pre-joining documentation, current CTC of the candidate with the proposed CTC and getting the required approvals before issuing the offers.
* Preparing MIS.
* Issuing Offer Letters, Appointment Letters, Transfer Letters & Confirmation Letters.
* Taking Exit-Interview and Issuing Reliving letters & full and final statement of existing employees.
* Maintaining the records of the employee by maintaining their personal file.
* Handling recruitment through various streams.
* Supervise and manage all day-to-day office administrative activities.
* Vendor Management & Office Administration (Adequacy of Stationary / Provisions / Refreshments / adequacy of Sub Staff) Courier & Dispatch (Inward / Outward / Outstation) / also making record of local maintaining.
* Keeping records of Visiting Cards, Utility Payments, Printing of Stationary.
* Maintaining record of AMC (Computers, AC, Cars, Insurance, Etc) & taking care of Corporate Office & Branch Office.
* Updating Assets List of the company.
* **(2+ Year)** Work Experience on the post of **“HR Generalist (H.R**-**Operations)”** **Human Resource Department.** From **“Regent Research Writing Pvt. Ltd.”** New Delhi. **"May 2012 - June 2014”**

***Activities Performed :-***

* Maintain of daily attendance.
* Preparing MIS.
* Record of employees personnel file.
* Collate all CVs received from agencies and record in the monthly register.
* Checking reference of the employees who has been shortlisted for the vacant position.
* Posting vacancies on job portals.
* Managing recruitment process.
* Managing all the HR related documents.
* Helps in the process of personal activities such as recruitment, Induction.
* Send regret letters to rejected applicants.
* Assist in engagement of new joinee.
* Helps in maintaining leave cards of employees.
* Helps in maintaining master document of the employees.
* Helps in arranging internal and external training.
* Assist during audits.
* **(2+ Year)** Work Experience on the post of **“Digital Marketing Executive”** **Marketing Department.** From **“Suntec Web Services Pvt. Ltd.”** New Delhi**. "June 2010 - April 2012”**

***Activities Performed :-***

* Responsible for digital marketing - social media marketing, sending newsletters, etc.
* Social Media profiles creation like on LinkedIn, Facebook, Twitter and many others.
* On page parameters.
* Blog Posting.
* PPT Posting.
* Classifieds Posting.
* Website Testing
* Creation of Meta Title and meta description.
* Website updating and maintenance.
* Increasing like on Facebook, followers in Twitter.
* Handled the team of 5 members.
* *EDUCATIONAL QUALFICATIONS :*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***S/N*** | ***QUALIFICATIONS*** | ***MODE*** | ***YEAR*** | ***BOARD*** | ***MARKS*** |
| **1** | **M.B.A-(HR) HUMAN RESOURCE MANAGEMENT** | **Part Time** | **2010 to 2012** | **Sikkim Manipal University** | **75 %** |
| **2** | **Graduation In (B.COM)** | **Full Time** | **2007-2010** | **SPM College, Delhi University** | **52 %** |
| **3** | **GNIIT** | **Full Time** | **2007 - 2010** | **NIIT, Rajouri Garden** | **75 %** |
| **4** | **(12)th** | **Full Time** | **2007** | **J.L. D.A.V. Public School** | **76 %** |
| **5** | **(10)th** | **Full Time** | **2005** | **J.L. D.A.V. Public School** | **65%** |

* *COMPUTER LITERACY :*

* **Ms-Office**
* **Power Point**
* Expert in Basic use of **Computer.**
* Environment- **Windows 9x/NT, Windows 98, Windows 2000/2003/7/Windows XP & Windows 8**,**10**,Etc
* Good Understanding of the **INTERNET** & **RELATED** **TECHNOLOGIES**.
* *KEY SKILLS :*

#### *Technical Skills:-*

#### Show that you have the relevant knowledge required to succeed in the role,

* Include Expert Use of Basic computer Skills,
* Good Understanding of the Internet and Related Technologies.

#### *Personal Skills:-*

#### Flexibility, problem solving abilities,

#### Good communication and creativity are qualities that all employers look out for.

* *HOBBIES :*
* Will to Learn, Improve and Take Responsibilities,
* Ability to deal with people diplomatically **&** good listener & quick learner,
* Internet Surfing Likes**: E-mail Accounts,**  **LinkedIn**, **Wikipedia**, **Face book**, **&** **WhatsApp**  **etc,**
* Listening to Soft Music **&** Interacting with people.
* *PERSONAL DATA :*
* Husband Name **:** Mr. Harsh Taneja.
* Date of Birth **:** 28/October/1989.
* Gender **:** Female.
* Nationality **:** Indian.
* Marital Status **:** Married
* Language Known **:** English & Hindi.
* Residential Address **:** M-25, Laxmi Nagar, Near Jagat Ram Park, New Delhi - 110092.
* *DECLARIATION :*
* **I hereby declare that all the information furnished above is true to the best of my knowledge and belief.**

***DATE - / /2017. PLACE –* (NEW DELHI)**

**Preeti Taneja**