**MANISHA **

8814827508, 8295119390

[manisha140190@gmail.com](mailto:manisha140190@gmail.com) <https://in.linkedin.com/in/manisha1419>

**OBJECTIVE:**   
To pursue a challenging career in the Human Resource Management in the Corporate field and be part of a progressive organization that gives me scope to enhance my knowledge, utilize my acquired skills and offers professional growth.

**PROFESSIONAL CERTIFICATION:**

* **Talent Magnifier, Laxmi Nager, Delhi:**

Duration: December, 2018 to Till Date

Details: Attending HR generalist certification course.

**WORK EXPERIENCE:**

* **Staple Logic Pvt. Ltd., Mohali:**

Duration: January 2015 to May 2017

**Achievement:** As a Start-up.

* Designed recruitment and on-boarding structure.
* Worked on organizations positive social presence and promotion.
* Implemented compliances, flexible work environment and employment engagement activities.
* Designed all documents and process to streamline all the work more effectively.
* **Brill Infosystems Pvt. Ltd., Mohali.**

Duration: January 2014 to January 2015

Profile: HR Recruiter and Executive.

**JOB PROFILE:**

**Recruitments**

* Sourcing candidates through Placements Consultants, Job Portals (Naukri, Indeed, Monster, LinkedIn), free job posting sites and employee referrals.
* Screening candidates through Preliminary interviews, HR Round Interview & Salary negotiation.
* Regular follow ups of candidates (for interview schedules, acceptance or rejection of offers and joining dates).

**Joining Formalities**

* Prepare and maintain new joinee Personal File (Hard and Soft Copy): Experience proof, Educational Certificates, ID/Address Proof etc.
* Taking care of documentation such as Contract, offer letter/appointment letter, salary breakups, forms for compliances (PF, ESI).
* Co-ordinate with Bank representatives for their Corporate/salary Account.
* New employee Induction and orientation.

**Payroll Process:**

* Maintaining the records of Attendance, Leaves, and Compensatory Hours.
* Deduction such as absents, PF, ESI, Taxation, loans, advances etc.
* Timely salary process and circulate salary slips to all the employees.
* Maintaining investment declaration data of employees and working CA and CS of company.

**Employee Relations:**

* Update and maintain office policies and procedures. Responding to associate queries related to Policies, Leaves, Payroll, Joining, and other queries.
* Interact with employees at the regular interval to understand their concerns and resolving their issues.

**Separation Formalities:**

* Taking exit interview. Identifying the reasons why the employee is leaving
* Full and final settlement of the ex employees.
* Taking care of allocated resources.

**MIS**

* MIS of resume receive through Job Posting, from consultants, referrals etc. Maintain daily interview status, recruitment, joining and relieving details.
* Keeps record of employee’s personal information including qualifications, experiences, appraisals, deductions, loans and advances.
* Maintain MIS of monthly and yearly salary details, daily expenses (Petty cash), Attendance and Leaves details, appraisal details, cheque issued, PF and ESI challans and details, Medical claims, letter head issued.

**HR AUDIT:**

* Maintain muster roll (with attendance register), Leave registers, leave application files, HR Manual(updated), OD/Gates pass files, approved Holiday lists, salary sheet and slips, PF and ESI registrations, challan files and registers, Advance and Loan registers.

**ADDITONAL RESPONSIBILITY:**

* Organizing get together, parties, trips, group activities & other employee engagement events.
* Manage contract relationships with the outsourced vendor and external service providers and research new deals and suppliers is required.
* Regularly supervise and handle housekeeping.
* Maintaining Petty cash and Clearing of all bills related to office rent, telephone, stationary and Beverages, \*Verify and validating the invoices etc.
* Handling office property: Letter head, ID Cards, Visiting cards, Laptops, SIM Cards, and Internet Dongles.
* Handling social media activities of the organization.

**EDUCTION DETAILS:**

* B.tech (Hons) Biotech Integrated .M.B.A.(HR) – (2012) – Lovely Professional University, Jalandhar, Punjab.
* HSC (2007), CBSE Board, Golden Valley Sr. Sec. School, Bahadurgarh, Haryana.
* SSC (2005), CBSE Board, Golden Valley Sr. Sec. School, Bahadurgarh, Haryana.

**AWARDS AND ACHIEVEMENTS:**

* SUMMER INTERNSHIP:Certificate of appreciation from Indo-Global Consultants Pvt. Ltd., Mohali during my summer internship program for working efficiently.
* Certificate of achievement from The Cynosure for the completion of training program “Corporate Achievers “.
* Certificate of Yes! + Course completion from Art of living.

**COMPUTER PROFICIENCY:**

* Computer basics, MS office: MS word, MS Excel, MS PowerPoint and Outlook, Internet.
* Proficiency with portals: Naukri, Monster, Indeed, Linkedin.

**POSITIVE QUALITIES:**

* Learning Attitude, Fast Learner.
* Ability to work under pressure, manage multiple tasks.
* Ability to work effectively as part of a team, yet function well with independent responsibilities.
* Able to quickly adapt to new environments.
* Exhibit interest and positive attitude toward all assigned work.

PERSONAL DETAIL:

Fathers Name : Mr. Suresh

Date of Birth : 14 January, 1990

Gender : Female

Marital Status : Unmarried

Languages : Hindi, English

Address : #821 A/14, Ranjit Colony, Bahadurgarh, Haryana-124507

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

PLACE:

DATE : MANISHA