**Aakriti Tyagi**

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An achievement-driven professional assignments in **HR Generalist Operations / Recruitment & TalentAcquisition/ Employee Welfare & Handling Employee Grievances/ Organizational Development , Performance Appraisal** in the organization.

**PROFILE SUMMARY**

* A goal-oriented professional with **nearly 3yrs+ of experience**;**( HR Generalist Operations / Recruitment & Talent Acquisition/ Employee Welfare & Handling Employee Grievances/ Organizational Development , Performance Appraisal).**
* Rich knowledge of **HR Generalist ,Talent Acquisition, Salary Break-up, Leaves & Attendance Management, Joining & Exit Formalities.**
* Proficient in identifying training needs across levels through mapping of skills required for particular positions and analysis of existing level of competencies.
* Played a pivotal role in ensuring the development & implementation of Organisation.
* An effective communicator with excellent decision-making, planning and people management skills.

**KEY SKILLS**

***~HR Generalist Operations ~Recruitment & Selection ~Organizational Development***

***~Reporting & Documentation ~Induction & On-board Training ~ Welfare & Administration***

***~Employee Welfare ~Team Management***

**ORGANIZATIONAL EXPERIENCE**

**Currently working with Seven Seaz Vacations Pvt. Ltd.as an Sr. HR Executive (Generalist) from November 2015 to Till Date**

**Key Result Areas:**

**Recruitment, Resourcing, Employee relations, Training &Development:**

* Executing policies for HR and employee welfare aiming towards development of human capital across the organization; coordinating in recruitment, selection, induction & orientation related process.
* Overseeing all aspects of recruiting, right from understanding profile through Recruitment Consultants, Job portals and Advertisement.
* Lining up interview, taking initial round and coordinating with higher authorities for selection and salary finalization .
* Negotiating Salary and preparation of offer letters and compensation break-ups.
* Employee Relationship, handling Exit Interview, other Employment Registration forms & handling promotional issues, employee salary reviews.
* Conducting pre-employment checks on job applicants i.e. references, medical approval, academic etc.
* Providing Induction training to new employees.
* Generating different letters, such as address proof, acknowledgment of Resignation letter, Relieving and experience certificate.
* Background verification of the employees.

**Employee Welfare and Administration:**

* Canteen Administration**,** Housekeeping management
* Maintaining reporting tool, Outlook, composing letters, employee survey.
* Maintaining, updating and issuing Stationary and other assets.
* Handling Vendor Management and all queries.
* Maintaining List of Holidays and Employee birthdays.
* Maintaining and updating Notice board.
* Providing welcome kit to new employees and giving their introduction to all through mail.
* Handling Attendance machine and taking care of finger impression of new employee.
* Taking care of all bills.
* Handling any queries related to building maintenance and report to that department.
* Handling the joining formalities (Reference Checks, Collection of personal and professional information, and Induction / Orientation programs).
* Providing adequate facilities to the new employee.
* Involve people for various activities like National Festival celebrations, Sports & cultural activities & other Welfare activities.
* Taking Care of joining & Exit formalities of the Employees.
* Conducting inductions for new employees. Providing employment references for past employees.

**Payroll Processing & Attendance Management :**

* Pay structure, Calculation of Gross , Net salary & CTC .
* Designing CTC and salary break up
* Basic, HRA, DA, Conveyance, Medical allowance, Lunch allowance etc.
* Leave management (CL, EL, SL, and ML) & Attendance, Biometric etc.
* Provident fund-Act Coverage &amp; eligibility, Contribution from Both Employee &amp; Employer, Calculations, E-return processing, Filling the Forms.
* Handling work related to ESIC, PF, Gratuity, and Bonus
* Handling Benefits management and Overtime management, Leave management, Shift management.
* Daily Attendance Updating on excel and hand written both.
* Taking attendance from Attendance Machine.
* Pay slip distribution and open salary account of new employee.

**Worked as sales executive in Bharat InfosolPvt Ltd Gurgaon Since march 2015 till september 2015.**

**ACADEMIC DETAILS**

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| --- | --- | --- | --- |
| **Professional Qualification** | **Institute/School** | **Specialization** | **Board/Univ.** |
| MB.A. | Lovely professional University | HR & Finance | LPU |
| B.A. | C.C.S University | Arts | CCS University |
| BTECH HNC 1 YR DIPLOMA | Frankfinn Institute of Airhostess Training | BTECH HNC | Frankfinn |
| **Educational Qualification** | **Institute/School** | **Specialization** | **Board/Univ.** |
| 12th | DAV Public School | Commerce | CBSE |
| 10th | Khalsa Public School |  | CBSE |

**PERSONAL DETAILS**

* Date of Birth: 19th January 1992
* Father’s Name: Late. Mr. D.K Tyagi
* Mother’s Name: Late Mrs. Rekha Tyagi
* Temporary Address: C-5 , Housing Society, South Extension Part-1 , New Delhi – 110049
* Permanent Address: Brahmpuri colony , paper mill road , Saharanpur ( U.P)
* Languages Known: English & Hindi
* Marital Status: Single
* Hobbies: Listening to music , Internet surfing & spending time with friends.

**Aakriti Tyagi**

**Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: - Delhi**