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| **PROFILE SUMMARY**  HR Generalist and Administrative Profile with over 7 years of experience.  An effective communicator & team player with excellent relationship building & interpersonal skills.  Proficient in giving valuable suggestions and taking the feedback from the employees.  Designing and implementing Policies & Procedures to enhance the overall efficiency of the organization.  **CONTACT**  **MOBILE:**  99588 27558  **EMAIL:**  [pooja.angira001@gmail.com](mailto:pooja.angira001@gmail.com)  **ADDRESS:**  D-242, Madhu Vihar, Solanki Market, Sector -3, Dwarka, New Delhi -110059  **Professional Achievement**   * Awarded as **“Most Responsible & Reliable Employee”** of the Company in the year 2013-2014.   **Computer Proficiency**   * MS Office – Word, Excel, Power Point & Outlook * Internet & E-mail operations     **Personal Detail**   |  |  | | --- | --- | | Date of Birth | 2ndOct, 1985 | | Gender | Female | | Nationality | Indian | | Marital Status | Married | | Language known | English, Hindi | | Last CTC | 3.6 Lac p.a. | |  | **POOJA ANGIRA** WORK EXPERIENCE  * ABM Business Management Pvt Ltd as Assistant Manager - HR from Nov 2019 to Jan 2020 * Claro Energy Pvt Ltd as Assistant Manager - HR from May 2012 to Sep 2015. * Development Alternatives Group as Office Coordinator from July 2008 to May 2012.  Job RESPONSIBILITIES **Recruitment:**   * Analyze the manpower requirement through continuous interaction with various departmental heads & management team. * Manage the recruitment drive at different levels. * Recruit talents from various sources like portals (Naukri.com, Indeed.com etc), social media networking and referrals. * Screening and shortlisting resume, conducting telephonic round of interview and follow ups. * Checking employees’ reference through various sources (Direct phone calls and E-mails)   **On Boarding & Database Management:**   * Managing Joining Formalities {like – Joining letters and forms, statutory forms & bank A/C opening}. * Facilitate Induction and Orientation for new employees. * Maintenance of Human Resource Information Systems & Employees Personal File Management.   **Payroll Management & Statutory Compliance:**   * Tracking & maintaining the attendance & leave records. * Calculating & processing the salaries of the employees & also handling the statutory compliances like EPF, ESIC etc and co-coordinating with the consultant for the same. * Assist the accounts department for disbursement of salaries and processing F&F of exit employees * Keep current with employment law and HR regulations to ensure regulatory compliance.   **Employee Relations:**   * Investigate & provide guidance on employee relation issues thru progressive disciplinary process. * Continuous interaction with employees to understand and resolve their grievances and keep them motivated. * Retain the existing employees and take the feedback from them.   **Employee Engagement:**   * Celebrations – National Festivals and other Organization events like Corporate Off-sites, employee Birthdays, organize farewell for exiting employees & Interns as well. * Effectively managing welfare measures, management - employee get together & parties. * Developing employee engagement programs like Initiated and administered a welcome-mail process to all new joiners, Initiated regular Birthday mailers & celebration policy.   **Administration & Management Activities:**   * Program Coordination - Arranging meetings / conferences and keeping a track of appointments. * Prepared monthly reports of the administration department e.g. (Corporate Credit Cards, Monthly Telephone Expenses, and Office Expenses etc.) * Managed accounting activities such as billing and payments to vendors, submission and clarification of bills.  Education Qualification  |  |  | | --- | --- | | SMU (IACM, Delhi) | MBA - Human Resource Management | | ITFT, Chandigarh (PTU) | B. Sc. - Airlines, Tourism and Hospitality Management | | SVM School, Shimla (H.P. Board) | Intermediate (12th) | | GGSS School, Arki (H.P. Board) | Matriculation (10th) | |