CURRICULUM VITAE

RENU VERMA

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9210298688

OBJECTIVE

* Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

SKILLS PROFILE

* MBA in Human Resources Management with 4 year professional experience in HUMAN RESOURCE and ADMIN department.
* Comprehensive knowledge on HR competencies , recruitment procedure and policy implementations.
* Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

WORK EXPERIENCE

* Working as a HR Executive at ICON MANUFACTURERS PVT LTD.

RECRUITMENT

* Coordinate with technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and shortlisting resumes through various job portals or else internal reference.
* Shortlisting the resumes based on desired skills and experience.
* Screening, advertising vacancies and shortlisting resumes.
* Conducting telephone and personal interviews in coordination with department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentations.

TRAINING AND & DEVELOPMENT

* Scheduling and arranging training while coordinating with external trainers and training programs.
* Identification of training needs and nominating candidates for training.
* Encouraging participation of employees in various organizational events.
* Issuing training certificates after completion of the training.

HR ADMINISTRATION

* Maintaining employee’s personal files and records.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement.
* Generation of Experience Letters, Relieving Letters.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration with HR specialization with First Class.
* Bachelor of Business Administration with First Class.
* HSC (Commerce) from State Board with Second Class.
* SSC from State Board with Second class.

PROJECT

Title: Recruitment and Selection.

**Title:** Performance Appraisal Process.

C**OMPUTER SKILLS**

* Knowledge of MS Word, Ms Power Point, Ms Excel.
* Internet

ACHIVEMENTS

* Best employee of the month in june 2016.

PERSONAL DETAILS

Date of birth:22 sept1990

Hobbies: Collecting coins

Address: E46 JAWAHAR PARK NEAR SAINIK FARM DEOLI ROAD KHANPUR NEW DELHI 110062.

Place : …………

Date : …………..

(RENU VERMA)