**COVER LETTER**

Hiring Manager

Dear Sir/Madam,

HR is key to attracting and retaining the top talent of any company.

It is with pleasure and high expectation that I submit my application to you for the position of Human Resources. I am highly proactive and results driven HR professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has a very good understanding of HR selection processes, screening applicant CV’s, developing job descriptions, checking application forms and maintaining employee records.

In my present role I am in charge of analyzing CVs, joining to exit formalities, employee engagement and advising others on Human Resource policies and procedures. As well as having a comprehensive familiarization with performance management, I am also proficient in processing filing systems, maintaining databases, typing letters and reports and managing confidential information.

Further to all of the above, I have a long track record of providing advice and assistance on policies, procedures, legislation to both junior and senior staff. On a more personal level, I am passionate, enthusiastic, and driven to succeed in any tasks that I have given.

I look forward to the next step in this process, and thank you for taking an interest in my application.

# Mridula CURRICULUM VITAE

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**OBJECTIVE**

To pursue a career in the human resource management sector that will fully utilize my skills as a professional human resource manager.

**Profile at a Glance**

* Working with Planet Bulls, Chandigarh as **Sr. HR Executive**
* Worked with Recroitre Solution, Chandigarh as **HR Executive**
* Worked with Green Planet, Chandigarh as **HR Executive**

**PROFESSSIONAL EXPERIENCE: 4+ Years**

1. **“Planet Bulls Consultants” (**June, 2014-Present**)**

Working as Sr. HR Executive

**Responsibilities:**

* Taking Care of all department’s recruitment
* Develop and update job descriptions and job specifications.
* Perform job and task analysis to document job requirements and objectives
* Job Posting on Naukri, Monster Portal, job sites, social sites, employee references
* Contacting with Job Consultancies
* Screening & short listing resume from Job portal, walking, referrals and consultancies
* Taking telephonic interview and determine experience, skills, preferences, availability etc.
* Scheduling face to face interviews and taking follow up from the candidates
* Handling Complete recruitment cycle and process
* Conduct HR round of interview, negotiate salaries with candidates and close the position.
* Generating offer letters, and compensating of the candidates joining
* Taking care of new jonnies formality
* Proving ID, Mails, induction program to New joinees
* Joining to exit formality
* Maintaining personal files of the new employees
* Making MIS report
* Making Offer Letters, and induction of company policies to the new joinees
* Taking care of admin work in company

1. **“Recroitre Solution” (**Feb, 2013-June, 2014**)**

HR Executive

**Responsibilities:**

* Taking Care of all departments’ recruitment
* Job Posting on Naukri Portal
* Screening & short listing resume from Job portal Naukri
* Taking telephonic interview and determine experience, skills, preferences, availability etc.
* Scheduling face to face interviews and taking follow up from the candidates
* Handling Complete recruitment cycle and process
* Conduct HR round of interview, negotiate salaries with candidates and close the position.
* Arranges for technical interviews and keep a follow up with technical team on candidates status
* Taking care of Joining to exit formality
* Maintaining personal files of the new employees
* Making MIS report
* Making Offer Letters
* Taking care of all admin work in company
* Vendor management
* Bidding for projects

1. **“JCBL” Head Office (**Nov2012 to Jan 2013**)**

Management Trainee

**Job Responsibilities:**

* Taking care of recruitment of Executive to Top Level position
* Screening & short listing resume from Job portal Naukri
* Taking telephonic interview and first interaction with them
* Scheduling face to face interviews and taking follow up from the candidates
* Taking care of new jonnies formality
* Co-ordination with the new jonnies
* Maintaining personal files of the new employees
* Making MIS report
* Making Offer Letters
* Checking advertisement result for recruitment

1. **“Green Planet Energy Pvt. Ltd” (Kamala Group)** ( June 2011 – Sept 2012)

Worked as HR Executive

**Job Responsibilities:**

* Managing the complete recruitment life cycle
* Issuing circulars, relieving Appointment letter, Offer Letter, Transfer Letter, Increment Letter, Experience Letter, Termination Letter, Promotion Letter etc
* Maintaining employee data bank and details regarding salaries
* Take care of joning to exit formalities of the employee
* Employee engagement activities
* Keeping employees, attendance, Leave, overtime management etc.
* Preparing purchase orders
* Taking feedback from the dealers
* Taking quotation from the vendor
* Looking after small purchase for the company

## Academic Qualification

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| --- | --- | --- | --- |
| **Course** | **University/Board** | **Year of passing** | **Percentage Obtained** |
| M B A | Punjab TECHNICAL University , Jalandhar | 2011 | 75 |
| B.Sc. | Himachal University , Shimla | 2009 | 50 |
| 10 + 2 | HP Board , Dharmashala | 2003 | 58 |
| 10 th | HP Board, Dharmashala | 2001 | 69 |

**MRIDULA**