**RESUME**

**PRIYANKA**

[**PRIYANKA.375320@2freemail.com**](mailto:PRIYANKA.375320@2freemail.com) 

**Having experience in the field of human resource. Seeking a position where I can explore my skills and I can attract new people and show my abilities.**

**CAREER ABRIDGEMENT**

**Employer : Bhardwaj Infratech**

**Designation : Hr Admin Executive**

**Experience : July 2013- Presently working**

**Roles & responsibilities:-**

**Talent acquisition- End to End recruitment**

* Talent acquisition through job portals (naukari.com, times jobs, LinkedIn) or references

Walk-In interview

* Sourcing, screening resumes, conduct pre and HR round interviews.
* Offers and follow-up
* Knowledge about drafting a Call letter, offer letter, appointment letter, confirmation letter etc.
* Knowledge of middle east country attestation process
* Maintain employee’s record such as agreement paper, probation letter, appointment letter, relieving letter etc.
* Induction
* Performance management, compensation & benefits,
* Maintaining healthy employee relation, handling employee grievances thus creating an amicable & transparent environment
* General Administration- Shift Management

**Areas of exposure:-**

Front desk operations Office Administration Record keeping

Time keeping Recruitment Performance management

Induction Payroll management Compensation & Benefits

Training & Development Statutory compliance under contract labour act

Day to day Activity

**ACADEMIA**

**2013- MBA (HR & FINANCE)** from **M.G.K.V.P University, Varanasi.**

**2011- Bachelor of commerce** from **CSJM University, Kanpur.**

**2011-** One year diploma in **FRENCH LANGUAGE from** **(IIT) Kanpur**

**EXTRAMURAL ENGAGEMENTS**

* Volunteer in discipline committee in “ABHUDAYA” annual function of management college
* Perform anchoring in function of University
* Secured prizes in cultural, sports, academic and dramatic performances.

**ACADEMIC TRAINING**

Company : Big Bazzar, Kanpur

Position : Management Trainee

Duration : 3 months

Project : Recruitment and Selection process of Big Bazzar

Work Content :

* Scheduling and conducting Preliminary interviews for middle and lower level management.
* Sourcing CVs from different job portals like Naukri.com, Monster.com
* Managed Entire recruitment life cycle from sourcing, screening, selection, hiring, negotiation, and follow up.
* Handling of attendance records for wage payment.
* HRIS data collection and data feeding
* Other admin activities.

**ACADEMIC PROJECTS**

1. Project Title International conference on Social Institution Challenges and

Solutions.

Organization Mahatma Gandhi Kashi Vidyapeeth.

Scope Role of family, Society and education

**TECHNICAL EXPOSURE**

**Operating Systems:** DOS, Windows-XP/ Windows 7/ Windows 8.

**Application:** Microsoft Office 2003/2007/2011.

**PERSONAL DOSSIER**

Date of Birth **13 August 1991**

Gender **Female**

Marital Status **Married**

Religion: **Hindu**

Nationality **Indian**

Language Known  **Hindi, English & French**

**DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge & belie