

HEENA SAXENA

(Human Resource)

CONTACT

Lucknow, UP 226004

884 077 1269

heena1004@gmail.com

SKILLS

HR & Recruitment

Payroll coordination

On boarding, Training and development

SAP

MS Office

INTERESTS

Painting

Sketching

Internet Surfing

PERSONAL DETAILS

Date of Birth 10th Sep 1991

Career Objective

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal excellent time management and problem-solving skills.

Work History

POWERGRID CORPORATION OF INDIA LIMITED Patna, Bihar
HR Executive

Oct 2020 to Sep 2021

- Execution of all phases in apprenticeship engagement process from Contract Creation under their specified portals.
- Joining formalities of Apprentices
- Stipend processing of Apprentices.
- Drafting various IOMs, letters and note sheets.
- Creation of PO, Vendor Code, BTS in SAP
- Execution and co-ordination of training programs for various level of employees.
- Assisting in Rajbhasha training programs.
- Administration and Co-ordination of various Welfare activities.
- Compiled and maintained employee files and records in electronic and paper formats.
- Formation of Honorarium Letter for faculties of training programmes.

Easypolicy Web aggregator Noida, Uttar Pradesh
HR Executive

July 2019 to May 2020

- Preparing candidate portfolios and headhunted for best fits for new opening positions
- Posted job descriptions online, responded to candidates,
- Joining formalities
- Attendance management
- Administered payroll information
- Screening resumes on various Job portals.
- Performing in-person and phone interviews with candidates.
- Performing references and background checks
- Co-ordinating interviews with the hiring managers.
- Following up on the interview process status.
- Maintained accurate, well-organised company records.

Shiv Security Services Bareilly, Uttar Pradesh
Front Office Assistant

July 2015 to Jun 2017

- Payment of guards
- Office management
- Updated records regularly.
- Answered phones and supported staff with clerical tasks.

Education

Master of Business Administration

Human Resource And Marketing

Galgotia College of Engineering And Technology Greater Noida

Aug 2017 to Jun 2019

Bachelor of Technology

Electronics And Communications Engineering

Integral University Lucknow

Jul 2010 to Jun 2014

Certification Course

Solar System, Seizing, Installation, Maintenance and Commissioning of Photo voltaic System at
Central Electronics Limited

Nov 2014 to Apr 2015