

# TRIPTI AZAD

About 13 Yrs of Exp | HR & Admin



## CONTACT INFO

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## PERSONAL DETAILS

Date of Birth : 19.11.1987  
Nationality : Indian  
Language : English & Hindi  
Hobbies : Travelling

## CAREER INTEREST

- Human Resource
- Administration
- Training Administration
- Skill Management
- Resource Management

## STRENGTHS & SKILLS

- Presentation Skills
- Interpersonal skills
- Quick learner
- Easily adaptable
- DCAWD & DFA

## PROFESSIONAL PROFILE

I am a HR & admin professional with diversified organizational experience. Excelling through competitive environment, in pursuance of a challenging role which can make me worth for the role.

## WORK EXPERIENCE

### Human Resource & Admin Manager

SHAKTIOLEVIN GRANULES PVT LTD | JAN 2021 - PRESENT

- Responsible for planning and achieving organizational objectives.
- Assigning the right resources to the right project.
- Training and development new employees.
- Design workplace policies to reduce conflicts and improve employee productivity.
- Examining employee performance records.
- Making Monthly Salary, Conveyance, and Full & Final of the employees.

### Human Resource Manager

HERBAL JEEVAN INDIA LLP | OCT 2018 - NOV 2020

- Preparing and maintaining employment records.
- Responsible for Hiring process and Induction processes.
- Policy formation in consultation with top management.
- Employee grievance addressable and resolution.

### Administrative Assistance

ABBOTT INDIA LIMITED (VIA: TEAMLEASE) | JUN 2017 - OCT 2018

- Vendor management for office supplies
- Cross team coordination to provide adequate facilities.
- Managing external agencies ex. Maintenance team, facility team etc.
- Assisting the Administration head for given assignments.

### Achievements

- Reduced Organization Cost in Hiring Process.
- Independently handling the HR & Admin Activities.
- Developed or implemented new procedures or systems.
- Come up with a new idea that improved things.
- Re-organized something to make it work better.
- Identified a problem and solved it.
- Saved money for the company.
- Contributed to good customer service.

## EDUCATIONAL HISTORY

### M.B.A. (Human Resource & Finance)

Sherwood College of Management

Year of Passing: 2010

Percentage of Marks: 71 %