



# SANA FATIMA

## HUMAN RESOURCE-EXECUTIVE



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Lucknow, India

## SKILLS

- MS Office Suite (Excel, Access, Word Powerpoint)
- Employee Orientation
- Employee relations management
- Administrative skills
- Employee Engagement strategies
- HR Database Management
- Strong written and verbal communication Skill

## ACHIEVEMENTS

- **Gold Medal** for securing **1st Rank** in MBA-2023
- **Gold Medal** for securing **1st Rank** in **Faculty of Commerce**, MBA-2023
- 1st Rank in Lucknow in Polytechnic 2019
- 3rd Rank in UP Polytechnic 2019.
- Awarded by the Honorable **Chief Minister** of **Uttar Pradesh** Shri Yogi Adityanath Ji for Highest Score in 2nd Year-2019.
- Student of the Year Award -Government Girls Polytechnic,Lucknow-2019.

## ABOUT ME

A degree qualified HR professional, always mindful of the confidential nature of HR work at both the operation and strategic level. *Strong interpersonal and communication skills together with the ability to discharge multiple responsibilities efficiently results in the achievement of company-wide human resource goals.* Specialization areas, include employee relations, employee engagement, joining and exit process, works in collaboration with senior management to support company wide initiatives and programs.

## WORK EXPERIENCE

Crestech Software Systems Pvt. Ltd -Noida

**HR- Executive**

December 2022 to July 2023

### Roles and Responsibilities

#### Recruitment

- Screening the right candidates through telephonic interview.
- Scheduling face to face interviews.
- Following up with the short-listed candidates.

#### Joining and Onboarding

- Responsible for smooth on boarding of new hires
- Generating employee codes, creating official login email ids, ID Cards
- Conducting HR Induction and orientation program
- Sharing appointment letters and getting other important signed and verified.
- Doing Background verification check of all new hires.
- Ensuring proper and complete documentation of new hires.
- Getting salary account opened for new employees

#### HR Operations

- Maintaining files and records of all employees accross levels in the organization.
- Maintaining proper implementations of company policies.
- Keeping tracks of confirmation of employees
- Preparing various letters like offer letter, appointment letter, confirmation letter, Experience/Service Certificate, Relieving letter ,etc
- Employment verification of ex employees
- Managing company's Intranet portal, handling all backend operations.

#### Employee Engagement

- Designing Employee engagement initiatives and rolling them out. games quizzes
- Celebrating occasions, festivals, and other important events.

# EDUCATION

## Masters In Business Administration -HR & Marketing

Khwaja Moinuddin Language University  
(2020-2022)

- 87%

## Bachelor of Arts -Private

Dr. Ram Manohar Lohia Avadh University  
(2016-2019)

- 63%

## Diploma In Fashion Designing And Garment Technology

Government Girls Polytechnic Lucknow  
(2016-2019)

- 89.32%

## Intermediate

Chetna Public Inter College (2015) UP  
Board

- 75%

## High school

Chetna Public Inter College (2013) UP  
Board

- 85%

- Taking employee engagement initiatives like welcome mail to all new joiners birthday mailers and posts,work anniversary posts,cake cutting activities

## Query and Grievance Management

- Being HR responsible for employee related queries and providing their resolutions.
- Making proactive communication with employees on policies and processes

## Exit Policies

- Keeping track of all exists in all concerned departments.
- Sharing exit forms
- Doing exit handovers.
- Ensure that handover is done properly, resolving queries of the employee regarding F&F, updating in HR records
- Sharing experience and relieving letter

# CERTIFICATIONS

- Certification in Ultimate HR Generalist and Human Resource Management
- Certification in MS Office Suite
- Certification in HR Skills training course from Tareeqa Global solutions.

# LANGUAGES

English, Hindi, Urdu

# DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Regards,  
Sana Fatima