

## **CURRICULUMVITAE**

**Richa pandey**  
**T14/63, Nilgeeri Enclave**  
**Sector-17, Vrindavan Yojna**  
**Lucknow, Uttar Pradesh**  
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### **Career Objective:**

To groom & grow in the well professionally organized & managed organization for organizational & individual growth.

### **Work Experience Period:**

#### **July -2021, to Till date as a HR Executive.**

Working with M/S Samsaurya Build Privet Limited Lucknow as a HR Executive.

### **Company Profile: -**

Samsaurya Build Privet Limited is a young and growing organization started with a focus on customer satisfaction and delight. Samsaurya Build has earned the reputation of being the most respected organization in Building Material Manufacturing field. Samsaurya Build business channel patterners in all over Uttar Pradesh and Bihar. Samsaurya Build very good relation with all channel Partners. Samsaurya all products are very good.

### **Major Job Profile**

#### **1-Personnel and Administration:**

- Maintaining the attendance & leave record For all Employees and workers.
- Conducting joining formalities of new joiner's i.e. personal file, introduction & orientation.

#### **2-Human Resource Management**

- Man power planning, Recruitment, Selection and Performance review.
- Searching new profile related from naukri.com or other portal.
- Motivation and Awareness for all sales persons.
- Facilitate the process of Performance Management, generate all MIS related to HR
- Maintaining all documents and all formalities of New joiner.

### **Professional Qualification: -**

**MBA** from shri ramswaroop memorial group of professional college Affiliated to **AKTU** in HR & Marketing.

### **Academic Qualification**

- Intermediate From U.P. Board.- 2015
- High School From C.B.S.C. Board in- 2012

### **Industrial Training:**

**Company:** SR Foil & Tissue Limited Gurgaon

**Topic:** Absenteeism of Employees.

**Period:** 03 July 2020 to 02 Sep 2020.

### **Computer Literacy :**

- MS Office.
- CCC

### **Strength –**

- Believe in positive thinking.
- Smart Work •

### **My Confidence Key Skill**

- Leadership Quality.

### **Hobbies**

- To Improve My Network
- Listening Music & Fast Driving.

### **Personal Profile:**

**Father's Name :** Mr. Vijay Kumar Pandey

**Date of Birth :** 15 August 1997

**Martial Status :** Single

**Sex :** female

**Nationality :** Indian

**Language Known :** Hindi & English

**Permanent Add. :** L.I.C. Colony, Tikhampur  
Ballia, U.P.-277001

**Date:**

**Place:**

**Richa pandey**