



RIYA CHAURASIA  
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(Open to relocate)  
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## Profile Summary

HR Personnel with 1+ years of experience managing hiring and onboarding, employee benefits and payroll, performance tracking and HR records. Excellent communication skills, team building and relationship management. Currently seeking for responsible career opportunity, where I can fully utilize my human resource and management skills.

## Experience

- Codexinfra Pvt Ltd.** 06/2022 - 08/2022  
(Lucknow, Uttar Pradesh)  
HR  
My responsibilities as a HR
  - Recruitment and Employee Screening.
  - Company Benefits and Compensation.
  - Performance Evaluation.
  - Employee Relations.
  - Enforcement of Disciplinary Actions.
  - Employee Records.
- Billionaire Soul** 02/2021 - 04/2022  
(Noida, Uttar Pradesh)  
HR  
My responsibilities as a HR
  - Recruit candidates.
  - Documents management .
  - Process payroll.
  - Vendor management
  - Conduct disciplinary actions.
  - Update policies.
  - Maintain employee records.
  - Conduct benefit analysis

## Education

- Indian institute of cost and management** Persuing  
CMA
- CSJMU** 2019  
B.com
- Kendriya Vidyalaya** 2016  
Intermediate (Commerce)
- Kendriya Vidyalaya** 2014  
High school

## Skills

- Communication (Written & Verbal)
- Adaptability
- Creative Thinking
- Result Oriented
- Active Listening
- Negotiation and Delegation

## IT Skills

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- Microsoft Office (Excel, Word , PPT)
- Tally

## Course and Certifications

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- Payroll management in Excel and Tally
- Email and Memo's communication
- Microsoft Excel

## Interests

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- Content Curation
- Social Media Management

## Reference

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- **Yash Dixit**  
Billionaire Soul  
Manager  
8429252085
- **Akash Verma**  
Codexinfra  
Web Developer  
akashverma9665@gmail.com