

# INDU KASHYAP

Address :-Balaganj Lucknow Phone:- +91- 79918 43420 / 82995 14985

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To secure a position of HR Recruiter in human resource management that would entrust me with an opportunity for using my expertise and experience in handling the wide range of HR functions including the hiring and documentation work.

## PROFESSIONAL SUMMARY:

- Received **Appreciation Letter** for excellent performance from Adhaan Solution Pvt Ltd.
- Won **1<sup>st</sup> Prize** in **Open house session** in adhaan solution Pvt Ltd during my work tenure.
- **Graduation** in **Bachelor of Art** from **University of Lucknow**.

## WORK EXPERIENCE:

### Adhaan Solutions Pvt Ltd

#### (HR Recruiter Nov'17 – PRESENT)

- Joining Formalities for New Hired Employees.
- Maintain employees personal File.
- Explain employee benefits/company HR policy to new joiners.
- ID cards preparation and distribution.
- Help in maintaining employee's reimbursement bills.
- Support in F&F settlement activities like Clarence form, exit interview form filling.
- Help in appointment letter and another official letter distribution.
- Salary & attendance management.
- Recruitment of candidates -Blue & white collar as required by organization.
- Responsible for induction of new employees.
- Completing resignation and joining formalities
- New employee's recruitment.
- Responsible for Admin work i.e. regular checking of cleanliness in office, availability of stock in terms of stationary, coffee etc.,

## EXPERIENCE:

TENURE	DESIGNATION	COMPANY NAME
Jun'19- Till Now	HR RECRUITER	Adhaan Solution Pvt Ltd
Dec'18-May'19	HR RECRUITER	Redex enterprises
Nov'17-Dec'18	HR RECRUITER	Adhaan Solution Pvt Ltd

## EDUCATIONAL PROFILE:

DEGREE	INSTITUTION/UNIVERSITY	YEAR
B.A	LUCKNOW UNIVERSITY	2012-2014
Senior School (Class 12 <sup>TH</sup> )	LUCKNOW MODERN INTER COLLEGE	2011
Secondary School (Class 10 <sup>TH</sup> )	S.D.PUBLIC HIGH SCHOOL	2009

**PERSONAL DETAILS:**

- **DATE OF BIRTH** : September 02<sup>th</sup>, 1994
- **LANGUAGES KNOWN** : English & Hindi
- **HOBBIES** : Cooking, Dancing and Modelling

**DECLARATION:**

I, here by, declare that all the information furnished, and the statements made here with are true and correct to the best of my knowledge and belief.

INDU KASHYAP

