

# **RESUME**

**TanuBajpai**

**Email:-** tanubajpai0786@gmail.com

**ContactNo :** 7017157030,8193973690

## **Career Objective**

Seeking a challenging position where I can utilize my learning & knowledge for organizational & self-development.

## **Work experience**

### **PROFESSIONAL EXPERIENCE:**

**Organization** : Sukhbir Agro Energy Limited, Shahjahanpur

**Position** : Executive (Trainee)

**Duration** : July 2019 to December 2019

### **Job Responsibility**

- Look after time office in coordination with Sr. Executive – HR
- Responsible for daily attendance management of labour, support staff, Managerial and Administrative Staff
- Timely submit the daily attendance to the HR Head

### **PROFESSIONAL EXPERIENCE:**

**Organization** : SRCIL Group (SR Chaddha Industries Ltd., Bareilly (U.P.))

**Position** : HR Executive (Management Trainee)

**Duration** : January 2020 to September 2021

### **Job Responsibility**

- Maintain the attendance record of Employees
- Responsible for Leave Management of Employees
- Responsible for employee filing and Database Management

- Issue warning letter till termination of employees due to continuous absenteeism, absconding, unable to reach assigned targets, Disciplinary Action, Non-Performance
- Process the Full and Final settlement against NO DUES FORM.
- Prepare and issue of all kind of letters likes offer letter, Appointment Letter, Experience letter, Relieving Letter, Office Order, etc.
- Arranging transportation, hotel bookings and travel arrangement for employees and guest
- Look after the office maintenance, arranging stationary items, maintain in & out register of courier and letters

### **Educational Qualification**

<b><i>Year of Passing</i></b>	<b><i>Degree/Course</i></b>	<b><i>Institutions</i></b>	<b><i>Board University</i></b>	<b><i>Grade/percentage</i></b>
2017	B.Sc	Takshashila Public Mahavidyalaya	Kanpur University.	IInd Div.
2013	Intermediate	Guru Govind Singh Inter College Shahjahanpur	U.P. Board Allahabad	Ist Div.
2011	High school	Guru Govind Singh Inter College Shahjahanpur	U.P. Board Allahabad	IInd Div.

### **Computer Proficiency:-**

Application and Tools: Well versed with MS-OFFICE Packages (MS-Word, MS-Excel, MS-Access and MS-Power Point) and Internet.

### **Personal Information:-**

Father's Name : Mr. Devendra Mohan Bajpai  
Nationality : Indian

Marital Status	:	Unmarried
Sex	:	Female
Hobbies	:	Listening to Music
Salary Expected	:	Negotiable
Address	:	Powayan, Distt. - Shahjahanpur (U.P.) – 2424201
Current Location	:	Delhi

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**[TANU BAJPAI]**