

## CAREER OBJECTIVE

Learn and deliver my duties for effective functioning in organization and work for the betterment of company in any circumstances.

## PROFESSIONAL EXPERIENCE

VIVO SMARTPHONES, (Regenvo Mobile Pvt Ltd.)- July 2017 – June 2019

### HR Executive

#### Roles & Responsibilities:

- **Attendance Management-**
  - Generating report on daily basis from the attendance software
  - Adjusting leaves and week off as per the policy
  - Sharing the final report to the payroll team for salary disbursement.
- **Induction-**
  - Assisting the new hires about the documentation process.
  - Making them aware of the office environment and policies.
- **Probation-**
  - Tracking record of VBA for one month
  - Continuously taking follow up regarding their performance
  - Once they successfully complete their probation, sharing the offer letter to the employee.
- **Grievance Handling-**
  - Handling day to day queries related to salary , FNF and other payroll system.
- **Other work**
  - Assisting the compliance team in registration of ESIC of new employees.

## EDUCATION

#### Professional Qualification

- Bachelor of Arts, in May 2016 from National PG College, Lucknow

#### Academic Qualification

- Intermediate from Army Public School, 2013
- Highschool from Army Public School, 2011

## ADDITIONAL SKILLS

- Microsoft Office (Word, Excel), Access, Internet

## PERSONAL DETAILS:

- Date of Birth : 2.11.1995
- Father's Name : Nandan Singh
- Languages Known : English and Hindi
- Nationality : Indian

**DECLARATION:** I hereby confirm that the above information provided by me is true to the best of my knowledge and I will leave no stone unturned to give my best to the organization.

Date:

Place: Lucknow