

PARUL SRIVASTAV



Correspondence Address: D1/359, Sector F
Jankipuram near
Laxman gashala
Lucknow, Uttar Pradesh
Pin: 226021

Mobile No: (+91)8960969539/7084179837

Email id: parulucknow@gmail.com

<https://www.linkedin.com/in/parul-srivastava-321b7667/>

HIGHEST EDUCATION

Rameshwaram Institute OF Technology And Managemet(RITM)

Affiliated to Gautam Budh Technology University

Approved by AICTE) Master Of Business Administration

(HR & IB) (2014)

INTERNSHIPS

Jun 2013 **HDFC Bank**
Jul 2013 Management Trainee Lucknow, Uttar Pradesh
Recruitment, Selection and Training Process

CORPORATE WORK EXPERIENCE:

Feb 2016 Financial **Consultant**
March 2019 Max Life Insurance

Lucknow, Uttar Pradesh

Key Responsibility Area

- Helping the Manager in recruiting the candidates
- Organizing activities for employee motivation.
- Compiling MIS Report on a day-to- day basis on companies software & communicating the same to the sales manager.
- Documenting reports from all the advisers on behalf of manager.
- Tracking the policies.
- Consulting & conducting a conformance analysis of policy documents.

EDUCATIONAL TRAINING

Professional Certification course of HR Practical Training(HR Generalist & Compliance) from SAC Management India Pvt Ltd from 10th May to 10th July in year 2021.

HONORS AND ACTIVITIES

- Certificate Of Appriciation by Max Life Insurance
- Certificate Of Recognition(Qualified the International Training Convention at Singapore – February2017) by Max Life Insurance

AREA OF INTEREST

- Human Resource Management/Personnel Management.

SUB-AREAS OF INTEREST

- Recruitment
- Performance & Reward Management
- Talent Acquisition and Selection
- Payroll Processing
- Legal Compliances
- Document Maintenance and Filing.

STRENGTHS

- I am a very detailed-oriented person,I like to complete my work by focusing on required details and I motivate myself in difficult situation.
- I am a hardworking person.I like to complete whatever job is assigned to me with quality and within stipulated time.Apart from this I have a positive attitude.
- An outstanding interpersonal relationship builder.

COMPUTER PROFICIENCY

- MS Word ●●●●
- MS PowerPoint ●●●●
- MS Excel ●●●●

HOBBIES

- Exploring Different Kinds Of Places
- Cooking new recipes mixing flavour and textures
- Mountaineering and Trekking

PERSONAL DETAILS

- **Date of Birth:** 3rd june, 1989
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Languages Know Proficiently to Read, Write & Speak:** English & Hindi

DECLARATION

I declare that the information mentioned here in my resume is correct and complete to the best of my knowledge and nothing has been concealed or distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable for termination without notice or compensation.

Ms. Parul Srivastav

Place: Lucknow, India