



SUMMARY

Certified HR professional with in-depth knowledge of the role of Human Resource Generalist skilled in employee recruitment and onboarding, payroll and compliances with ability to develop new employee friendly plans and implementing the same for the better output by developing policy implementation and strategic performance management. Seeking to use my knowledge and expertise for the better growth of the organisation.

EDUCATION

Symbiosis Centre For Distance Learning

Post Graduate Diploma In Human Resource Management
July 2021 – July 2023 (Persuing)

Isabella Thoburn College

Bachelor Of Arts In Economics & Political Science
May 2015 – May 2018

Central School Sultanpur

Intermediate In PCS
May 2013 – May 2015

Gopal Public School Sultanpur

High School
May 2011 – May 2013

SKILLS

- Recruitment & Retention
- Payroll Management
- Labour Law & Compliances
- Workforce planning
- Training & Development
- MS Office
- Business Management
- Administrative Skills
- Social Media Handling
- Communication & Problem Solving

CERTIFICATIONS

- HR Generalist Certificate offered by Protouch with 45 PDC (Approved by SHRM & HRCI)

PROFESSIONAL EXPERIENCE

HR Executive & Admin

Goodwill Broking. | September 2022 – February 2023

- .Recruited and Managed Onboarding of 40+ CRM and Sales profiles.
- Retained 15+ employee in difficult times of the company.
- . Developed training & performance management program to ensure constant learning of the employees by making researching, making PPT and teaching employees.
- Handled day to day HR and Admin task including attendance, leaves and policies.
- Handled daily administrative tasks.

Human Resource Manager & Creative Head

Street Avenue. | November 2021- August 2022

- .Recruited and placed 25+ technical and non technical profiles.
- . Onboarding & Orientation
- Worked with global & local vendors for the purpose of product & shipment delivery.
- Provided administrative support and legal support for making registered company and endured all the compliances and policies are according to law by doing research.
- Was one of the co-founder and stakeholder of the startup .
- Managed Most of the creative tasks .

HR Intern & Social Media Manager

Isobar Restaurant | December 2019 – July 2021

- Recruitment & Onboarding of Staffs.
- Conducted research on industry trends and developed marketing plans
- Handling of social media accounts, running ads campaign on social media and Google advertisement.
- Promoted as an HR & marketing manager after in July 2020