

## **Riya Panjwani**

Flat no A-2, Shalimar Imperial Gokhle Marg, Lucknow - 226001

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### **CAREER OBJECTIVE**

To work in a competitive environment that provides ample opportunities for growth & enhancement of my knowledge base so that I can perform the best of my abilities and become an asset of the organization

### **PROFESSIONAL OUTLINE**

Result oriented professional with experience of 6.10 years in the field of Human Resources, Employee Relations, Recruitment, Training and Development, Performance Management System & Team Management.

A strategic planner with expertise in developing & implementing Human Resource initiatives and strategies aligned the corporate objective.

Quick learner with ability to work in a team and organize things with optimistic way.

Effective in communication, team building and Presentable Management skills.

### **WORK EXPERIENCE**

#### **❖ Explore Realities (March 2021to Present)**

**Company Profile** Explore Realities envisions to emerge as one of the most reliable, recognized and recommended name in the Real Estate Industry.

Explore Realities are looking forward to redefine trust and credibility in Real Estate. With years of experience and after serving good number of clients Explore Realities has becoming of the renowned name in Delhi NCR and Lucknow.

**Designation: HR & Administration Manager**

### KEY RESPONSIBILITIES HANDLED

- Manage talent acquisition process including sourcing, testing, interviewing, hiring and onboarding.
- Keep job description with all measurable elements up to date for all Job Description.
- Employee performance review as per Job Description.
- Manage training and development process.
- Manage Employee satisfaction survey and take timely action on recommendations.
- To handle employee grievances and take appropriate action in timely manner.
- Manage Payroll process.
- Ensure employee engagement activity for employee satisfaction.
- Co-ordinate with other HODs .

### ❖ **Stemz Healthcare (June 2019 to March 2021)**

**Company Profile** Stemz Healthcare provides medical services to its client governments that require an integrated medical test solution as part of the visa application processing and biometric enrollment regime. Some of the key medical services that are provided include essential medical check-up, various types of blood tests & x-ray and administration of vaccinations as per requirements.

Stemz state-of-the-art healthcare facilities and equipment are deployed that are authorized by various client governments and certified by local healthcare boards. Stemz is backed by a team of highly qualified healthcare professionals with internal systems and processes based on the latest medical standards and best practices.

Spread across multiple countries within South Asia the projected headcount for this project is expected to be around 700+ employees by 2019.

### **Designation: HR & Administration Executive**

### KEY RESPONSIBILITIES HANDLED

- Support the Regional Head of Operations and relevant Operations Manager by providing a complete range of HR services to meet “local” needs and embed centrally driven policies..

- Ensure smooth running of all HR Operations and HR Administrative duties such as
  - Payroll
  - HR reporting.
- Ensure the HR records are maintained and updated regularly
- Report and publish HR dashboard reports – headcount, leave/attendance, exit, etc.
- Point of contact to all employees for all HR matters
- Work with the central Comp and Bens structure to ensure compliance to salary and grading structures and other compensation and benefits requirements
- Conduction induction for PAN India new Joinees and also would act as the SPOC for all on boarding activities.

#### ❖ **Interlink Properties Private Limited (March 2018 to May 2019)**

**Company Profile** Interlink Properties Private Limited has been at the forefront of Real Estate development in Lucknow since 1992. Carrying more than 25 years of expertise in construction and real estate development.

Interlink's strength lies in its professional and experienced workforce. Apart from in-house capabilities, Interlink employs best-in-class consultants and experts to deliver state-of-the-art projects. Our business activities rest on the principles of high quality, superior construction technology and high consumer satisfaction.

#### **Designation: HR & Admin Manager**

##### **KEY RESPONSIBILITIES HANDLED**

- Implementing and revising a company's compensation program
- Creating and revising job descriptions.
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews

- Maintaining department records and reports
- Participating in administrative staff meetings.
- Recommending new policies, approaches, and procedures
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms.

❖ **Cardinal Technology Solutions Private Limited (December 2016 to March 2018)**

**Company Profile** : Cardinal Technology Solutions is a full-services Information Technology Company providing IT consulting and staffing services to Fortune 1000 organizations.

**Designation: HR Executive**

**KEY RESPONSIBILITIES HANDLED**

- Maintaining all kind of record like selection, interviews, joining etc.
- Own sourcing strategy and provide appropriate direction for the sourcing team.
- Effectively screen and counsels internal applicants and manage the internal applicant process.
- Handling the full joining formalities, documentation and maintaining the joining tracker.
- Sourcing the resumes from job portals, existing database, walk-in candidates and references.
- Planning and strategizing for all the recruitment within the defined time frames.
- Analyze Job Description and short listing the resumes from Naurkri.com and other job portals
- Coordinate with Candidate and company after finalization for the Payroll Breakup's.
- Getting work done from the team by continuously motivating & trained them according to the respective requirement.

❖ **Wealth Mantra Commodities Private Limited (September 2015 to November 2016)**

**Company Profile** : The Wealth Mantra Group was established in 1989 to provide world class financial services to the investors across the Indian Sub-continent. Wealth Mantra Group as a one stop provider of Investment Solutions in India.

Wealth Mantra - A Leading name in Real Estate Industry, is Lucknow based company with expertise in design & development of residential & commercial property. Its resplendent track records are redolent with sustained growth, customer satisfaction and innovation.

**Designation: HR Executive**

**KEY RESPONSIBILITIES HANDLED**

- **Recruitment & Selection Planning**
  - Mapping various requirements-Job Specification for respective job openings.
  - Sourcing candidates through various sources like job portals, job posting on portals, mass mailing, company database, head hunting, employee reference etc.
  - Creating and Short-listing of the required skill matrix professionals from existing database
  - Conducting telephonic interviews and counseling candidates.
  - Follow up's with the candidates regarding acceptance of offer, joining dates and ensure the candidates joining the organization.
- **Joining Process, Induction and Orientation**
  - Involved in formulation of entire joining process
  - Preparation of Appointment Letters and other joining letters and forms
  - Preparation of complete induction presentation including HR Induction, Corporate Induction and Departmental Induction
  - Coordination with functional Heads for Departmental Induction
  - Day to day review of the plan and progress of new joiner
- **Payroll & Salary Administration**
  - Maintain the employee attendance and co-ordinate with accounts department for payroll processing.

- Coordinating and Follow-up with Bank for timely credit of salary.
- Processing the salary pay roll.
- Ensuring necessary statutory deductions.
- Handling & solving the employee's grievances as regards to salary.

- **Employee Engagement**

- Initiated regular communication to employees like first paycheck, Birthday and Anniversary mailers,
- Framing of policies & procedures and implementing them across the organization
- Planning & co-coordinating of various employee involvement activities as a part of organization culture building initiatives
- Responsible for managing and coordinating Conferences, Seminars, Cultural Activities
- Organize various fun activities like Picnics, Outings, Outdoor activities
- Arranging & coordinating festival sweet & gift distribution to employees.

- **Performance Management System**

- Actively coordinating in appraisal system of the employees.
- Ensuring a fair & transparent appraisal session through feedback from employee in the presence of HR.
- Responsible for preparation of confirmation, increment and cash rewards letters.
- Also a part of midterm performance reviews.
- Evaluating the feedbacks by Functional Heads.

- **Data base Management**

- Collecting, analyzing and generating MIS reports considering various aspects such as:
- Preparing and maintaining Recruitment Database
- Preparing and updating employee database
- Others like letters issue database, consultant database, salary database etc.

- **Exit Process and Relieving formalities**
- Conducting exit interview of resigned employee.
- Creation and Implementation of Resignation, Exit and Full and Final Settlement Process and documents
- Handling entire relieving formalities
- **Administration**
- Keep a track of leaves and attendance
- Keep a track of punctuality etc,
- Keep tack of promotion, transfer termination.
- Visiting Cards Admin., ID Cards Admin., Uniform Administration, Mobile Billing Administration

### **SCHOLASTIC & PROFESSIONAL CREDENTIALS**

- P.G.D.M (Retail management and human resource management) from Jaipuria institute of management.2013-2015
- B.B.A from Amity University in the year 2009-2012.
- Passed higher secondary from Study Hall School in the year 2009.
- Passed High school from River Side Academy Inter College School in the year 2007

### **SUMMER TRAINING:**

- **Organization:** Hindustan Times, Lucknow. **May'14-June'14**
- **Project Undertaken:** Recruitment and Selection.
- **Key Results:**

Prepared the database of employee attendance for a month.

Maintained all documents that are needed for final interview if a person is selected.

### **Additional Projects**

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- **Organization:** Me'jay Consultants Pvt. Ltd. Lucknow. **May'11-June'11**
- **Project Undertaken:** Recruitment and Client Management.
- **Key Results:**
  1. Generated resumes from various job websites according to the requirements of the company.
  2. Shortlisted the resumes which suit the requirements.

### **TECHNICAL SKILL**

- Windows XP/7/8/vista
- MS Office, MS Excel, MS Power Point
- Familiar with Internet and E-Mails

### **PERSONAL INFORMATION**

Father's Name : Mr. Pradeep Kumar

Date of Birth : 05-07-1991

Sex : Female.



Language : English, Hindi

**DECLARATION**

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

Date:

Riya Panjwani