

CURRICULUM VITAE

Name : Shobhna Sahay

Date of Birth : 22nd November, 1996

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CAREER OBJECTIVE

- Seeking a challenging career with a progressive organisation that provides an opportunity to enrich my skills and abilities in the field of Human Resource.

EDUCATION QUALIFICATION

- MBA – HR from Babu Banarasi Das University in 2019 with 75%.
- B.COM – Avadh Girl's Degree College in 2017 with 62%
- Intermediate – Lucknow Public School in 2014 with 55%
- High School – Lucknow Public School in 2012 with 56%

WORK EXPERIENCE

Present Working

Organization : DURABLE POLYMERS

Period : From 1st July, 2019 till Date

Designation : HR Executive

Job Description	<u>Time Office Management:</u> <ul style="list-style-type: none">• Time Keeping- Processing of Biometric Attendance system• Leave Management.• Coordinating Holiday and Sick Pay.• Monthly Salary & Wages Preparation And Calculate Attendance and over time for the software• Maintain Employees & Staff Files and Records.• Making decisions in the absence of senior HR Executive.• Dealing with employee complaints and grievances.
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	<ul style="list-style-type: none"> • Analyze the Quality People and contact them through Phone, Email. • Keeping Bulletin Boards up to date with current information. • Responsible for employee relations. • Grievances Handling. • Organizing events and other activities. • Personal File maintain of staff & Employees , time keeping • Maintains for Advance for deduct the employee monthly wages <p><u>Payroll :</u></p> <ul style="list-style-type: none"> • Budgeting & Planning: Timely preparation & submission of budget • Payroll Management: Timely disbursement of wages, Loan , advance, etc & deduction • PF & ESI compliances : Timely submission of Challans and updation of employee details on Govt. Portal • Full & Final : No dues from all heads, preparation and payment • Reports: MIS Report making according to the requirement • Time Management • Coordination with time keepers for timely updation of attendance, Leave, Bonus, etc. • Others miscellaneous work related to time office, payroll, IR, etc. • Earned Leave Encashment, Bonus disbursement, Full and Final Settlement of Employees, Gratuity Payment. <p><u>Industrial Relation :</u></p> <ul style="list-style-type: none"> • Preparing various letter Like, Absenteeism notice, Warning Letter. • Gathering intelligence inputs from various stakeholders through informer network and communicating the same to top management, to eliminate any possible sabotage /IR issues. • Respond to all emergency situations as directed by policies, Fire Protection & safety. • To assist management in difficult Industrial Relation situations like; Strike, Gheros and agitation. • Implement disciplinary norms & standards for minimizing violations of rules & regulations.
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Previous Employment

- Worked as an **INTERN** at **SSAK SOLUTION SERVICES PVT. LTD** in **HR Department** from June 2018 - August 2018 (2 Months)

SKILLS (TECHNICAL & NON-TECHNICAL)

- Worked on Software- **ON TIME ATTENDANCE, Bitrix24**
- Microsoft Office (**Word, Excel, PowerPoint**)
- Internet Browsing
- Successfully completed soft skill training under **Medha Employability Training Program**

ADDITIONAL DETAILS

- Gender : Female
- Nationality : Indian
- Language : English, Hindi

Declaration:-

I hereby declare that the above written particulars are true to the best of my knowledge and belief

Date –
Place - Lucknow

(SHOBHNA SAHAY)