

ARCHANA YADAV

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A motivated, result-focused professional, seeking an opportunity to utilize career experience skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth. To obtain Administrative position with a global business or professional associations that is seeking individual who can analyze, organize, and manage challenging projects that promote growth through individual and product achievement

PROFILE SNAPSHOT

- **MBA (Marketing)** professional with nearly **6+years** of experience.
- Resourceful in building & maintaining healthy business relations with clients and ensuring high customer satisfaction matrices by timely delivering the services.
- Working as **Assistant Manager HR&Admin** with **Rise Resort Pvt. Ltd.** Since **June 2019** to **Till date**.
- Handling the Payroll of 200 Employees in Rise Resort Pvt.Ltd.
- Working as **HR Executive with Softsages Technology** since **Febuary2018** to **May2019**.
- Worked as **HR Executive with Anytech Solution** since **April 2015** to **December 2016**.
- Worked as **Business development Executive** in **Builddwell Developers and builders** from **Febuary2014** to **March 2015**.
- A customer oriented, multitasking professional with MBA in Marketing and Diploma in Retail.
- Excellent in identifying the need of organization.
- Smart enough in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.
- Sound knowledge of MS-Office, MS Windows7 & 8.

GROWTH PATH

June 2019 – Till date	- Assistant Manager HR
February 2018 – May2019	- HR Executive
April 2015 –Dec 2016	- HR Executive
February2014 - March2015	- Business Development Executive.

ORGANIZATIONAL EXPERIENCE

Organisation : Rise Resort Pvt.Ltd.

Roles & Responsibilities :

- Handling Entire recruitment process, F2F Interview, Campus placements, Via Naukri Portal, Salary negotiation, Offer Letter
- Joining & On Board / Induction Formalities.
- Pre and Post Joining Formalities (Mail Distribution; Resource Allocation; Documentation; Induction; Biometric Access; Issuing ID Card; Coordination for Bank Account; Personal & Previous Employer Background Verification.)
- Developing HR Strategies, Policies, and Practices.
- Structuring compensation and benefit packages.
- Manage employee exits
- Improving relations between staff and employers.



- Engaging with heads of department.
- Evaluating Staffing needs.
- Maintaining MIS; Employee's personal files and records; HR audits; Communicating HR policies across the organization at all level.
- Attendance & Payroll Management System of 200 Employees.
- Attendance Management (Manually & Biometric), Leave Management, Preparation of Salary Sheet.
- Letter Generation ,Issuing & Handling Offer Letter, Appointment Letter, Experience Letter, Warning letter, Relieving Letter & Termination Letter.
- Employee Engagement Program ,Initiate and administer a welcome-mail to all new joiners, Initiate regular
- Developing fair HR policies and ensuring employees understand and comply with them..
- Measure employee retention and turnover rates.
- Oversee daily operations of the HR department
- Implementing performance review procedures (e.g. quarterly/annual and 360° evaluations).
- Maintain Digital and Electronic Record of Employee.
- Performe Orientation and update on general activity.
- Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant skill sets, Communication skills, Team Compatibility & Attitude.
- Sourcing and short-listing the candidates as per company requirements through portals, referencing, database generation, social networking sites, web postings.
- Maintaining all HR activites.
- Support delivery of cyclical HR processes e.g. performance management, salary & bonus review
- Team with HR Manager in implementing key HR activities e.g. succession planning, talent management
- Manage relationships with external providers.
- Salary negotiation & finalization of candidate post final round of interview with management.
- Collecting the mandatory documents of candidates who are selected and verifying them.
- Doing a reference check of the candidates who are going to be offered.
- Arranging the documents of the new joiners accordingly.
- Preparing and releasing offer and appointment letters.
- Business process analyst while upgrading the in-house HR solution/application.

Organisation : SoftsagesTechnology

Roles & Responsibilities :

- Handling End to End recruitment.
- Web searches and job postings for requirements.
- Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant skill sets, Communication skills, Team Compatibility & Attitude.
- Sourcing and short-listing the candidates as per company requirements through portals, referencing, database generation, social networking sites, web postings.
- Scheduling interviews for candidates.
- Regular follow up with candidates.
- Responsible for recruitment of all profile.
- Designing and updating job descriptions
- Crafting emails for attracting passive candidates
- Hosting recruitment events and participating in job fairs
- Collaborating with management for identifying future staffing needs
- Providing guidance and consultancy to new recruits and also helping them onboard
- Client handling.
- Achieve the quarterly target of 1Lpa .

Organisation : Anytech Solution

Roles & Responsibilities :



- Handling Entire recruitment process, F2F Interview, Campus placements, Via Naukri Portal, Salary negotiation, Offer Letter
- Joining & On Board / Induction Formalities.
- Pre and Post Joining Formalities (Mail Distribution; Resource Allocation; Documentation; Induction; Biometric Access; Issuing ID Card; Coordination for Bank Account; Personal & Previous Employer Background Verification.)
- HR Adminis.
- Maintaining MIS; Employee's personal files and records; HR audits; Communicating HR policies across the organization at all level.
- Attendance & Payroll Management System of 60 Employees.
- Attendance Management (Manually & Biometric), Leave Management, Preparation of Salary Sheet.
- Letter Generation ,Issuing & Handling Offer Letter, Appointment Letter, Experience Letter, Warning letter, Relieving Letter & Termination Letter.
- Employee Engagement Program ,Initiate and administer a welcome-mail to all new joiners, Initiate regular Birthday mailers; Celebration of Festivals, Birthday Bash: Fun & Game Activities
- Developing fair HR policies and ensuring employees understand and comply with them..
- Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant skill sets, Communication skills, Team Compatibility & Attitude.

Organisation : Buildwell Developers and builders

Roles&Responsibilities :

- Strategize and plan marketing activities.
- Execute and analyze marketing plans.
- Communicate with clients and gather requirements.
- Work with creative team to assess the effort in executing a project.
- Follow up with clients and negotiate on the price.
- Communicate with clients and gather requirements.
- Responsible for acquiring new business.
- Traveling for an meetings.
- Maintaining cordial relations with both new and existing clients.

ACADEMIA

2013	MBA in Marketing & Retail from Jagannath Institute Of Science And Management, Rohini, New Delhi
2011	B.Sc (Biotechnology)
2008	XII from C.B.S.E Board
2007	X from C.B.S.E Board

IT SKILLS

Operating Systems : Windows 2008, 2007 & XP

PROJECT/TRAINING

- Company Name - Airtel India Ltd.
- Designation - CRM
- Work experience - Two months
- Job Description -



- Help the enterprise identify and target potential clients and generate leads for sales team.
- Organizing, synchronizing and automating business processes- principally sales activity.
- Find, attract and win new clients and retain those the company already has.
- Entice former clients back into the fold and reduce the cost of marketing and client servicing .
- Increase profitability.
- Decrease in overall costs of the enterprise.
- Time management.

Extra curricular activities

- Stood First for three times in Debate Competition on different topics.
- Participated in college and school level debate and essay competition and received applause.
- Event organizer n all school and college annual day functions and other technical events.
- Won prize in singing in school and college levels.

PERSONAL DETAILS

Father" Name : Mr. Amir Singh Yadav
 Permanent Address : H No 5/206 RamNagar Colony
 I T I Road Aligarh 202001
 Language : English, Hindi and Urdu

DECLARATION:

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

PLACE :
 DATE :

ARCHANA YADAV

