

Vindita
Sector-12
Gurgaon(122001)
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OBJECTIVE

I would like to apply my inherent analytical skills as well as the acquired knowledge to benefit my employer in the process and in turn add value to myself.

PROFILE

- A highly creative, expressive mind and Jack of All Traits.
- Self-motivated, hardworking, and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment, and optimism.
- Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative.
- Good communication skills, verbal as well as written coupled with exceptional presentation skills.
- An effective team player with exceptional planning and execution skills coupled with systematic approach and quick adaptability.

Professional Experience

EDP Service

Sep 2023 to till Date (Sr. Human Resources Executive)

- End to End Recruitment
- Onboarding of new Joiner
- Taking induction and coordination program
- Conduction the manager connects
- Id card, Leave Management, Attendance Management,
- Handling Day to Day Grievance
- Documentation and Training of new joiner
- Employee engagement
- Maintaining records
- Preparing documentation
- Preparing Different Different Letter (Conversion letter, offer letter, Reliving Letter, Experience Letter)

CENTIRE PVT.LTD

September 2022 to July 2023 (Sr. Human Resource Executive)

- Take care of joining and existing formalities.
- Maintain documents of the employees.
- Handling payroll
- Coordinate with bank to open the salary accounts of the new joiner.
- Taking care of the induction part.
- Maintain ID cards, Leaves, and attendance management.

- Maintain working environment friendly, light, and comfortable for everyone. Celebrate birthdays, work anniversaries, any other occasion.
- Handling the background verification process
- Maintain Salary Sheet/paid days sheet and send it to the senior level.
- Train employee by establishing smart training programs and carrying out important orientation activities.
- Employee Relation
- Excellent analytical and decision making abilities. - Monitor internal HR system and data bases.

CMS IT SERVICE PVT.LTD

August 2021 to September 2022 (Human Resources Executive)

- Overseeing and supporting recruitment, selection on boarding, off boarding inquiry services and documents/record management.
- Provides reports on a regular basis and as directed or requested keeps senior management informed of the operation engagement and cultures.
- Manage day to day operation of compliance program.
- Reviewing all formal grieves received to ensure all necessary information is included familiar with Med claim policy and procedure.
- Handling the background verification process as per the clients. Performed other related duties and responsibilities occasion as assigned.
- Taking care of induction, maintaining ID cards, leaves, and attendance management.
- Schedule management seniors and session with employee
- Supported management handling the resolving human resources issues, Decreasing the employee complaints.
- Ensure timely and accurate maintenance of all digital hr record.

Project Undertaken

- **Live Project at Indira Gandhi International Airport (IGI) 2017:** Successfully completed awaking and taken the feedback from customer of DELHI DUTYFREE STORE.
- **Live Project at Prastut Consulting Private LTD 2017:** Successfully completed a live Project with Prastut on Customer Research and Feedback of Birla Institute of Management
- **Internship at Prastut Consulting Private LTD 2017(40 Days):** Successfully complete internship with Prastut on Customer Research and Feedback of Global Indian International School.
- **Live Project at Indira Gandhi International Airport (IGI) 2017:** Successfully completed awaking in Delhi Duty Free Store.
- **Internship at Maruti Suzuki India Pvt Ltd Gurgaon (60days):** Successfully completed internship Maruti Suzuki in TAQ (HR) department.
- **Prastut Consulting Pvt Ltd Research Executive (3 months).**

EDUCATIONAL CREDENTIALS

- **MBA (Master of business administration) (2018-2020)** Brij Mohan Institute of management and technology (MDU).
- **BBA (Bachelor of business administration) (2015-2018)** Dronacharya Government College (MDU).
- **CLASS XII (2015)** Kendriya Vidyalaya no.2 Army Bhuj.
- **CLASSX (2013)** Kendriya Vidyalaya no.2 Army Bhuj

SKILLS

- Problem-Solving Skills
- Mentoring Skills - Teamwork Skills
- Interpersonal Skills
- Quick Decisions
- MS word, Excel and PPT
- Team Management
- Time Management

EXTRACURRICULARACCOLADES

- Attending Guest Lecture:**Mr.Brajesh Shankar, Leading International Advertising Consultant.
- Attending Guest Lecture:** Mr.Ummed Meel, Cyber Expert and Trainer.
- Attending Guest Lecture:** Leadership by Mr. Kamal Bhardwaj, International Speaker &Corporate Trainer.
- Attend the Conference:** Financial Inclusion Summit 2018 Powering Inclusive Growth – Digitization the Way Forward at Hotel Taj Mahal.
- Won a Business Quiz Event.
- **Organized an Event JAM SESSION** MBA1st sem.
- **Won many awards** in Debates, Sports, and many other extracurricular activities at school level.

Personal Details

- Father' s Name:** Mr. Ram Avtar Singh. -**Date of Birth:** 03/12/1996
- Languages Known:** English, Hindi
- Permanent Address:** Godhani Kannauj, (U.P-209727)

References: Available on Request.