

Bhavay Rastogi

Delhi, Delhi

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A genuine team player with good communication skills willing to accept responsibility in HR/Operations domain, any role to be undertaken.

Willing to relocate to: Delhi, Delhi - Gurgaon, Haryana - Noida, Uttar Pradesh

Work Experience

Administration Assistant

Geospatial Delhi Ltd-Delhi, Delhi

November 2019 to Present

- Job Description:-
- 1) Attendance Management
 - 2) Vendor Management
 - 3) First round of interview of IT/ Non-IT profiles
 - 4) Compliance of various guidelines/ rules of State Government.
 - 5) Employee grievances
 - 6) Making relieving/Offer letters

Executive HR & Facilities

Chainvine Labs Ltd

September 2018 to November 2019

Job Description:-

- 1) Hiring for IT/Non-IT profiles
- 2) Employee Engagement Activities
- 3) Making Company policies
- 4) Admin Tasks.
- 5) Employee grievances
- 6) Making relieving/Offer letters
- 7) Attendance
- 8) Employees file management
- 9) Co-ordination with various vendors

Recruiter "Freelance"

DD Consultants

September 2017 to July 2018

Job Description:- Hiring IT/Non-IT profiles for various BPO's and corporate firms.

Executive- "Human Resource"

SMS Daak India Ltd

February 2017 to August 2017

- Job Description:-
- 1) Low level & Mid-level recruitment (IT/NON IT)
 - 2) Employees file management

- 3) Releasing offer letters/ Relieving Letters
- 4) Preparing employment agreements
- 5) Employee Engagement activities
- 6) Any other tasks assigned by HR-Manager time to time

Data entry operator

Intelligent Commination Systems India Ltd-Delhi, Delhi
January 2013 to July 2016

Job Description:-

- 1) Up dating and modifying taxpayer's credentials on server.
- 2) Assisting with the Enforcement survey during raids

Education

MBA

Swami Vivekanand Subharti University
2019 to 2021

Bachelor of Arts

Delhi University - Delhi, Delhi
2012 to 2015

NIOS
2011

Skills / IT Skills

- Good qualitative aptitude along with a good grasping power and eagerness to learn
- Stays calm and keep cool in a tough situation.
- Believes in team work and building good relations with the team members.
- Self-motivation and a passion to succeed.
- Microsoft Word
- English
- Communication skills
- Microsoft Excel
- Typing
- Microsoft Excel