

CURRICULUM VITAE

Rakhi Rawat

Present Address: Niti Khand 3, Indirapuram
Ghaziabad

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CAREER OBJECTIVE

To be an enthusiastic, successful, self-disciplined individual using my qualification and my abilities to its maximum potential in a reputed concern as yours and play a creative role to the company's excellence

Professional Experience

PREVIOUS EMPLOYER

- Worked with HINDI KHABAR regional news channel in Noida as an Assistant Manager HR & Admin from March 2016 to March 2020.

CURRENT EMPLOYER

- Working with Broadcast Guru Technologies as a Consultant HR from Aug 2020 to till.

Key Responsibilities:

(A) Generalist Functions

- Employee Database Management
- Leave & Attendance Management
- Resignation Acceptance & Exit Formalities – No dues, clearance, No objection certificate, Full & Final Settlement
- Offer letter, Appointment letter, Experience letter, Relieving letter, Confirmation letter, Promotion letter, Transfer letter, Increment letter, Employee Character Certificate, Employee Verification Letter
- Maintaining various records - Over-time, Fine, Advance by employees, Bonus, etc.

(B) Recruitment & Selection Functions

- Screening of Resume
- Taking telephonic Interview
- Lining-up interview
- Reference Check
- Offer Letter & Salary Break-up
- Organizational Announcement, Issuing Appointment Letters
- Complete joining formalities

(C) Welfare Activities

- Event Management - Company anniversary, Employee's birthday celebrations, Induction & Training programs, Festival celebrations
- Organizing Award Ceremonies (Monthly/Annually) – Performance / Attendance / Most Dedicated / Employee of the Month

(D) Administrative Functions

- Maintaining Employee's Attendance
- Employee bills reimbursement
- Co-ordinate between different department

SUMMER INTERNSHIP

- completed 3 months internship in hero Honda pvt ltd in Delhi
- completed 3 months internship in Meps packaging pvt ltd in Delhi

STRENGTHS:

- Hard working, motivated and able to work independently or as part of a team.
- Well organized with excellent time management skills.
- Trustworthy, honest and dependable with a positive "Can-Do" attitude.
- Good aptitude skills and verbal understanding.

EDUCATIONAL QUALIFICATION

- MBA in (H.R) from IGNOU Dehradun.
- Graduation BBA (H.R) from SGRRITS Dehradun H.N.B University 2011.
- Passed 12th (Senior Secondary) from U.K Board in 2008.
- Passed 10th (Secondary) from U.K Board in 2006.

LANGUAGE PROFICIENCY

- English, Hindi,

PERSONAL DETAILS:

Father's Name : Dr. S.S Rawat
Date of Birth : 16-March-1992
Gender : Female
Nationality : Indian
Marital Status : Unmarried
Permanent Address : E-7/370 Nehru Vihar, Dayalpur, Delhi 110094

DECLARATION

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

Place – Ghaziabad

(Rakhi Rawat)