

CURRICULUM VITAE

Monika Grover

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OBJECTIVE

To work for Human Resources Management purpose that can help me to enhance my skills, knowledge and to contribute effectively, efficiently towards the growth of the organization.

Organisational Experience:

PAHWA BUILDCON PVT. LTD. (PITAMPURA)

23rd June 2023 to Till Date.....

Associated with PAHWA BUILDCON – HR RECRUITER

- Organizing and maintaining personnel records of department. Maintain HR files and employee information in various report like employee's database, employee's CV's, preparing all HR letters and certificate etc.
- Administer all travel arrangements that include air travel and surface transport, lodging for groups and individuals.
- Posting roles, tracking candidates, corresponding with candidates, initiating offers, and closing requisitions.
- Handle on boarding formalities of new joiners, i.e., collect the require document, creation of login id for attendance.
- Providing support and co-ordination across various Recruitment & HR projects.
- Provide administrative support to HR department.
- Maintaining & updating overall employee attendance data (at least 2800+ Employees) of department in Time Management System and generate the attendance report for the salary process.
- Excellent oral and written communication skills; including the ability to speak and write effectively and to analyse, edit, review and interpret complex material
- Posting job vacancies in different portals like (Naukri, LinkedIn, and indeed)
- Thorough knowledge of modern office equipment, including multi-phone lines systems, copiers, scanners, etc.
- Ability to maintain cooperative working relationships with other departments and organizations
- Maintaining Spreadsheets.
- Process daily deposits.
- Updating spreadsheets and other data entry tasks.
- Process and report on office expenses.
- Maintaining & updating Manpower Statics Report of department. Make necessary entries for new joiners, separation cases & terminate employees.
- Follow ups regarding clearances & Full & final Settlements Clarify the Employees Grievance and various issues/queries on leave policy, salary payment.
- Conducts employment related research and assists recruitment team with electronic and other methods of sourcing of qualified candidates
- Follow up with shortlisted candidates.

- Knowledge about Salary structure, Selection policies, attendance management system, exit-interviews, transfers & as per staffing projections,
- Initiate & verify BGV (Background Verification) of new joiners
- Planning & execution of HR audits & vendor management

AHAAN INFRASTRUCTURE PVT. LTD. (RAJOURI GARDEN)

28th Jul. 2022 to 10th April 2023

- Associated with **AHAAN – HR MANAGER CUM ADMIN COORDINATOR**
- Organizing and maintaining personnel records of department. Maintain HR files and employee information in various report like employee's database, employee's CV's, preparing all HR letters and certificate etc.
- Administer all travel arrangements that include air travel and surface transport, lodging for groups and individuals.
- Posting roles, tracking candidates, corresponding with candidates, initiating offers, and closing requisitions.
- Handle onboarding formalities of new joiners, i.e., collect the required document, creation of login id for attendance.
- Providing support and co-ordination across various Recruitment & HR projects.
- Provide administrative support to HR department.
- Maintaining & updating overall employee attendance data (at least 2800+ Employees) of department in Time Management System and generate the attendance report for the salary process.
- Excellent oral and written communication skills; including the ability to speak and write effectively and to analyze, edit, review and interpret complex material
- Posting job vacancies in different portals like (Naukri, LinkedIn, and indeed)
- Thorough knowledge of modern office equipment, including multi-phone lines systems, copiers, scanners, etc.
- Ability to maintain cooperative working relationships with other departments and organizations
- Maintaining Spreadsheets.
- Process daily deposits.
- Updating spreadsheets and other data entry tasks.
- Process and report on office expenses.
- Maintaining & updating Manpower Statics Report of department. Make necessary entries for new joiners, separation cases & terminate employees.
- Follow ups regarding clearances & Full & final Settlements
- Clarify the Employees Grievance and various issues/queries on leave policy, salary payment.
- Conducts employment related research and assists recruitment team with electronic and other methods of sourcing of qualified candidates
- Follow up with shortlisted candidates.
- Knowledge about Salary structure, Selection policies, attendance management system, exit-interviews, transfers & as per staffing projections,
- Initiate & verify BGV (Background Verification) of new joiners
- Planning & execution of HR audits & vendor management

VINAY ASSOCIATES (SHALIMAR BAGH)

Since Sep. 2021 to Jul 2022

- Associated with **VINAY ASSOCIATES - HR RECRUITER CUM COORDINATOR**
- Arrange logistics for all external and internal meetings.

- Administer all travel arrangements that include air travel and surface transport, lodging for groups and individuals.
- Posting roles, tracking candidates, corresponding with candidates, initiating offers, and closing requisitions.
- Supporting new employees throughout the pre-employment screening and on boarding process.
- Providing support and co-ordination across various Recruitment & HR projects.
- Provide administrative support to HR department.
- Managing candidates selection flow via our database
- Excellent oral and written communication skills; including the ability to speak and write effectively and to analyse, edit, review and interpret complex material
- Posting job vacancies in different portals like (Naukri, LinkedIn, and indeed)
- Thorough knowledge of modern office equipment, including multi-phone lines systems, copiers, scanners, etc.
- Ability to maintain cooperative working relationships with other departments and organizations
- Maintaining Spreadsheets.
- Process daily deposits.
- Updating spreadsheets and other data entry tasks.
- Process and report on office expenses.
- Maintain physical and digital employee records.
- Manage and order office supplies
- Make travel arrangements.
- Conducts employment related research and assists recruitment team with electronic and other methods of sourcing of qualified candidates
- Follow up with shortlisted candidates.
- Design and implementation of overall recruitment strategy.

DATTAR SOLUTIONS PVT LTD (EAST PATEL NAGAR)

Since Apr. 2019 to Dec.2021.

- Associated with DATTAR SOLUTIONS PVT LTD - HR RECRUITER CUM COORDINATOR

PAYAL NOVELTY PVT LTD (RANI BAGH)

Since May. 2018 to Dec.2018.

- Associated with PAYAL NOVELTY PVT LTD – HR RECRUITER CUM COORDINATOR.

BARCODE INDIA LTD (OKHLA PH-1)

Since 11th Apr. 2011 to 16th Nov.2016.

- Associated with BARCODE INDIA LTD – HR RECRUITER CUM COORDINATOR

Academic Qualification:

BA (Pass) from Delhi University in 2009

Intermediate from C.B.S.E. Board in 2006

High School from C.B.S.E. Board 2004

STRENGTHS:

- Strong interaction with customer which turns in to good relationship and helps in retaining business. Good communication skills. Strong supervision and control.

Personal Details:

Father Name : Late Shri Harpal Chander Grover
 Date of Birth : 18 Sep 1984
 Marital Status : Married

Language Proficiency: English, Hindi, Punjabi
Hobbies : Reading Books, Net Surfing, Travelling.

Declaration:

I do hereby declare that the information and facts stated herein above are true and complete to the best of my knowledge and belief.

Monika Grover

Date: ...-...-.....

Place: New Delhi