

Pankhuri Gurha

OBJECTIVE

Support underprivileged through active participation in Corporate Social Responsibility initiatives

CURRENT RESPONSIBILITIES

Contributed to HR operations and headed CSR role

EDUCATIONAL QUALIFICATION

- Ramanujan collage Delhi University: fundamental of ESG and sustainability.-2024.
- Swayam NPTEL (ministry of HRD): certification course of Principles of Human Resource Management, 2020 (75%).
- Amity University: Master in Social Work – 2019
- Amity University: Bachelor in Social Work – 2017
- Class XII CBSE Somerville School, NOIDA class of 2014 (83%)

PROJECTS

- **Nidan:** This is an NGO that helps the below poverty line informal workers mainly Rickshaw pullers. It deals with their day to day problems. It helps in various other ways and also provides membership to them.
- **Chaitnalya:** Deals with social causes such as Promoting Education, Child Welfare & Women empowerment.
- **Umeed-a drop of hope:** Mainly works for collection of clothes for the under privileged people.
- **Seva Bharti:** Promotes child education. We as social work students contributed in teaching these under privileged students and interacting with them and it was an overwhelming experience.
- **Prena:** The objective is to provide better opportunities and alternatives for upliftment of Underprivileged group, especially women and children through aids.
- **SPYM:** This is a national organization with a countrywide network, working in the area of community mobilization, health care and socio-economic development for the last three decades. Its mission is to provide quality services within available resources that enable people to maximize their potential, increase their abilities, preserve and enhance human dignity/worth, prevent or reduce the need for external services. It empowers the community to sustain the program activities on their own for the overall long term development. We as social workers contributed to teaching these underprivileged children and women.
- **BSES Yamuna power limit:** BYPL CSR activities undertaken with the objective to improve quality of life and economic well-being of underprivileged citizens in our licensed area and to promote BYPL as a socially responsible corporate created database based on the attendance of women and her children of Mahila Shiksha Kendra.

- **Times of India:** Worked as an intern for 6 weeks. Created a comparative analysis of CSR activities of prominent corporate. Make a power point presentation on polio eradication program.
- **Sashkat foundation:** The objective of this NGO is to sustain, empower and prosper women. As a social worker contributed towards adolescent girl program.
- **Rehab India foundation:** Its objective is to increase the livelihood of poor and disadvantaged section of society. We as social workers did research analysis work on corporate social responsibility, data related to families of the community and planning campaign.

Work Experience

Orane Consulting Pvt. Ltd. Noida

September 2019 – until July 2023.

Working as an HR & CSR executive.

- Planning and conducting CSR activities
- Working on Anganwadi project of Uttarakhand.
- Profile search on the job portals for prospective employees – technical as well as project management.
- Hiring and follow up with candidates – Scheduling and coordinating interviews.
- Maintain the record of accomplishment of candidates along with their respective resumes.
- Maintain the background verification tracker
- Compiling & maintaining the records of new employees
- Maintaining time sheets & accounting for attendance of employee
- Conduct exit interview & maintain tracker thereof
- Maintaining employee database and HR MIS record of new hires.
- Posting jobs advertisements on various job portals.
- Sharing welcome posters of new hires, birthdays, and work anniversaries greeting to the respective employees through mail as well as on what's app group.
- Pre on board new hires on my joining portal.

COMPUTER SKILLS:

- Microsoft office – Word, Excel, PowerPoint

OTHER INTERESTS:

Listening to music and watching movies.

PERSONAL DETAILS:

- **FATHERS NAME:** Shakti Gurha
- **DATE OF BIRTH:** 25th November 1995
- **DOMICILE:** Delhi: India
- **LANGUAGES KNOWN:** Hindi & English