

# KRITIKA RAY

## SUMMARY

A motivated Human Resource professional with 2+ years of experience in HR management, focusing on employee benefits, recruitment, payroll, and training. Proven skills in capacity building, employee relations, and managing organizational change. Seeking to leverage these skills to contribute to a forward-thinking company with a focus on people development and strategic HR management.

## PROFESSIONAL EXPERIENCE

### Volvo Eicher Commercial Vehicles Pvt Ltd.

#### HRBP Executive (Dec'23 – Present)

- Responsible for end-to-end recruitment, onboarding and proper documentation of employees.
- Sourcing through various mix of channels, scheduling and conducting the interviews.
- Planning out training programmes and initiatives for employees.
- Coordinating with stakeholders and working closely on all critical positions.
- Managing the employee life cycle via HRMS tools.
- Success utilization of SAP Success factor and well versed with RCM model.
- Managing third-party employee's regarding their attendance, payroll, reimbursement and day to day queries.
- Conducting engagement activities and support talent management.
- Maintaining and presenting trackers/MIS on weekly basis.
- Handling grievance and assisting in policy making.

### Max Life Insurance

#### HR Executive (Jun'22-Dec'23)

- Looking after end to end recruitment, onboarding, background verification and smooth exit of employees.
- Preparing monthly trackers and dashboards.
- Success utilization of tools like Success factor and Authbridge.
- Handling employee grievances, conducting induction and training of new joined employees.

## ACADEMIC ACHIEVEMENTS

- Scored highest in Economics and overall stood 3rd position in the 2018 batch.
- Was a part of cultural society in college.



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## EDUCATION

### IMT Ghaziabad, PGDM

*Pursuing (distance learning)*

### Delhi University, Ramjas College

*BA, Economics Hons. (2021)*

*(CGPA: 7.2)*

### Higher Secondary, CCA School

*92.5% (2018)*

### Senior Secondary, GSS School

*89.2% (2016)*

## PROFESSIONAL ACHIEVEMENT

- Successfully completed certification in using the Naukri portal.
- Received an Excellence Certificate within a tenure of 6 months.

## CORE COMPETENCIES

- People Management
- Time Management
- Recruitment
- Good Communication
- Problem Solving
- Grievance Handling

## RELEVANT SKILLS

- Fluent in English, Hindi & Bengali
- Microsoft Office & Excel
- Microsoft Presentation