

PRIYA KAPOOR

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Professional Summary

- HR Generalist with 2 years of experience in fulfilling organization staffing need and requirement.
- Consistently recognized by managers, team lead, and peers as a proactive, dedicated and efficient performer who demonstrates necessary skills, communication and teamwork to successfully do the job adeptly.
- Possess good interpersonal, multi-tasking and communication skills that have been put to good use in co-ordinating with team members.

Experience Summary

Organization	Designation	Duration
Safexpress Pvt. Ltd.	Senior Executive	August 2018-Present
Safexpress Pvt. Ltd.	Executive	July 2017 – July 2018

Roles and Responsibility

- Provide HR Support with a multi –unit environment to 2000+employee and manager.
- Analyzing a company's manpower requirement
- Vendor Management
- Responsible for full-life cycle recruiting creative service position-PAN India
- Developing and maintaining a recruiting network and relation with various colleges, and talent pipeline.
- Involved in Orientation and On-boarding.
- Talent Acquisition Sr. Executive – Coordinating with hiring managers to identify the staffing needs, Determine the Selection Criteria, Posting the Jobs on Naukri- Portal, Plan Interview and selection procedure, screening calls assessments, and various other Talent Acquisition Strategy.
- Conduct Job Analysis for the existing roles to understand the specific needs for the roles in the department assigned.
- Dealing with staff disciplinary, Grievance and absence issue
- Responsible for various Employee Engagement Activities
- Responsible for Compensation and benefits which includes-Salary Negotiation, Issuing of Offer Letters, Appointment Letters and Transfer Letters
- Maintaining descriptive BDM Head count on monthly basis for the management
- Maintaining employee's records, both physical and digital

Corporate Internship Program (CIP) - PGDM

Videocon Industries Ltd. Intern (17April - 17June 2016)

- Project Title: Maintaining database and its Cultural Impact
- To understand the importance of database for recruitment purpose.
- Understanding internal and external recruitment process.
- Cultural observation
- Gained valuable insights in Human Resources, also came to know the importance of time management in the organization.

Coursework Project-PGDM

Course	Title	Objective
Industrial Relation & Labor Law	To find out the concept and issues in IR.	<ul style="list-style-type: none">To study the aspects of Industrial Relation.To study the Individual v/s Collaborative Labor Force.
Other Elective Courses: International Human Resources Management, Cross Cultural Management, Personal Growth and Organizational Development		

Education

Course	Stream	%Score	Institution
PGDM (2015-2017)	Human Resources Management	4.0 (CGPA)	Delhi School of Business, VIPS
BBA (2012-2015)	Banking and Insurance	73.50%	Trinity Institute of Professional Studies
XII (2012)	Commerce	67%	Manav Sthali School, Delhi
X (2010)	General	6.2 (CGPA)	Manav Sthali School, Delhi

Extra-Curricular Activities

Positions of Responsibility Held

- Organized sports activities on Sports Day at Trinity Institute of Professional Studies.
- Coordinated daily class activities and was appointed as the Team Leader in coursework project of Human Resource Management.

Extracurricular Achievements

- Certification in Innovative, creativity and critical thinking: IIM-A
- Certification in Market Excellence
- Participated as the Event Coordinator for Annual Cultural Fest.
- Participated in Inter-School dance competition.

Computer Skills & IT Proficiency

- Windows
- MS Office (Adept at Word, Outlook, PowerPoint & Excel)

Personal Details

DOB	October 4, 1994
Languages known	English and Hindi
Nationality	Indian
Marital Status	Single

Declaration

I hereby declare that all the information provided above is true and authentic.

(PRIYA KAPOOR)