

Pritika Gulati

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“Focus on implementation and roll-out of high value HR processes at business level and ensuring that transactional HR excellence is provided”

Area of Expertise

Employee life cycle Management from Joining to Exit

Employee Engagement & Fun at Floor activates

Automation of HR Process- HIRS Tool

HR Operations

Career Progression

Since January 2018:

Stellar Information Technology Pvt. Ltd. Gurgaon

Stellar is a specialized, data recovery and data protection services and solutions organization. **Stellar** encompasses a wide range of software for almost any data loss situation with over 1,000,000 satisfied customers across 137 countries.

Key Responsibilities as HR Associate: Handling HR Operations with line reporting to Sr.Manager HR

HR Operations

- Conduct employee orientation/induction, facilitate new comers joining formalities Maintain, and regularly update master database (personal file, personal database) of each employee.
- Processing offer letter, coordinating for background verification, Issuance of Appointment letters, Confirmation letters.
- Verifying of documents and updating the complete details of the new joiners in HRIS, interdepartmental coordination for email creation and issuance of ID card.
- Regularly interacting with the new joiners and making them feel comfortable in the new environment.
- Issuing Warning Letters, Termination Letters, Address Proof Letters, Employment Proof Letters, Transfer and Relocation Letters.
- Taking care of exit formalities.
- Creation and Maintenance of employee database in HRIS.

Employee Engagement

- Instrumental in organizing monthly, quarterly and annual R & R events
- Organizing recreation activities at Birthday, Festival celebration, sports day etc.
- Active participation in organizing health check camps, blood donation camp, dental checkup, eye checkup.
- Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.

Educational Qualification

- Completed MBA from I.P University having HR & Marketing as a specialization in 2017.
- Completed Bachelor Of Journalism & Mass Communication from I.P University in 2015.
- 12th Passed from C.B.S.E. Board Delhi in 2012.
- 10th Passed from C.B.S.E. Board Delhi in 2010.

Training & Internship Projects

- HR Department – **Globe Capital Market Ltd** for 6 weeks during MBA Programme.
- News Agency – **United News agency of India (UNI)** for 4 weeks during BJMC Programme.
- PR Agency - **Imaginarium Effex** for 6 weeks during BJMC Programme.

Personal Details

Father's Name	Mr. Jagdeep Gulati
Date of Birth	21 st November 1994
Language Known	English & Hindi
Gender	Female
Marital Status	Unmarried
Nationality	Indian

Place: New Delhi

(PRITIKA GULATI)