

Rati Jain
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OBJECTIVE

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation.

SKILLS PROFILE

MBA in Human Resources Management from Imt Ghaziabad.
Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

CORE COMPETENCIES

Detail conscious.
Good leadership skills.
Effective communication skills.
Ability to maintain interpersonal relations.
Exquisite organizational & management skills.
Confident.
Honest.

WORK EXPERIENCE

1. Working as Sr. Executive HR at Targus Technologies Pvt Ltd since 20th Jan'2020. Here I am handling recruitment, onboarding, audit for process.
2. Worked as Hr retainer at Max life insurance co.ltd from 21st sept'16 till 4th july'19
Working in a good environment and handling 3 cluster in North axis, doing recruitment from different portal and follow ups with consultant. Going through all documentation for check and joining. Handling background verification cases, new orientation program for new joining. Making ppt for North axis about new things and employee coming to organization.
3. Worked as a Hr Executive at Pasco motors LLP Faridabad. (Sept'14 till May'16)
Here I worked as hr payroll executive and takes care of all admin hr work independently.

Job Responsibilities

1. Recruitment

Coordination with Technical panel and understanding their requirements, defining job positions.
Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
Short listing the resumes based on desired skills and experience.

Conducting telephone and Personal interviews in coordination with department heads.
Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. Training & Development

Scheduling and arranging training while coordinating with external trainers and training programs.
Identification of training needs and nominating candidates for training.
Encouraging participation of employees in various organizational events.
Issuing training certificates after completion of the training.

3. HR Administration

Preparing Final settlements, Gratuity, leave salary and all employee benefits.
Compilation & processing of attendance data in attendance system.
Processing monthly attendance musters for workers, trainees & officers.
Maintaining employee's personal files and records, communicating HR policies & across the organization at all levels.

Designed Policies and Various HR Forms and Induction Program.

Tracking attendance, maintaining leave records, PF records, issue letters, etc.

Preparation of full and final settlement generation of Experience Letters, Relieving Letters.

Keeping track of Confirmation, Appraisals, and Increments of employees.

Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

4. Employee Engagement

Celebrations - Diwali, Ganapati Festival, and other company events

Effectively managing welfare measures, management - employee get together, picnics & parties.

Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

EDUCATIONAL CREDENTIALS

Master of Business Administration with Hr specialization from IMT Ghaziabad.

Bachelor of commerce with Hr specialization from Mdu Rohtak.

HSC (Commerce) from CBSE.

SSC from CBSE.

PROJECTS

Title: Performance Appraisal

Helped in performance appraisal in Max Life Insurance

COMPUTER SKILLS

Knowledge of MS Word, Ms Power Point, Ms Excel.

Internet

PERSONAL DETAILS

Father Name: Amit Bansal

Languages known: English, Hindi

Date of Birth: 11th Feb 1993

Address: H. No - 994, 2nd Floor Sector - 37 Faridabad (Haryana) 121003

