

Srishti Mishra

Mobile number: **9599132286**
Specialization : HR and Marketing

Email Address: srishti25193@gmail.com

Objective

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

Career Summary

An HR Professional, a people oriented person with strong communication/interpersonal skills. Well acquainted with Hiring procedure, Recruitment activities, Interviewing candidates, employee engagement, Salary Administration etc.

Work Experience:

❖ **HR Executive:** Vapronix Web Pvt. Ltd. (May 2019 – Present)

1. Recruitment

- Handling End to End recruitment.
- Coordination with technical panel and understanding their requirements, hence defining Job Descriptions.
- Posting / Resourcing, screening and shortlisting resumes through posting vacancies on various job portals and other internal references.
- Short listing the resumes based on desired skills and experiences.
- Conducting telephonic and personal interviews in coordination with department heads.
- Preparing offer letters, employment contracts and job descriptions, completing joining formalities and documentation.
- Employee on-boarding.

2. HR Administration

- Preparing Final Settlements, Leave salary and all other employee benefits.
- Registered the company with ESIC.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for employees
- Maintaining employees' personal files and records, communicating HR policies across the organization.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, Issuing letters etc.
- Generation of Experience Letters, Relieving Letters, Increment Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letters, appointment letter, confirmation letter, Absenteeism notice, warning letter, experience / service certificate, relieving letter, etc

3. Employee Engagement

- Celebrations - Diwali, Independence Day/ Republic day, Christmas, and other company events.
- Effectively managing welfare measures, management of employees 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.

◆ Summer Internship:

HR Trainee – Reliance Nippon Life India Asset Management Ltd., New Delhi (June-July 2018)

- Was responsible for assisting the reporting manager in the recruitment process and overall HR practices at the company.

- Learned about the overall recruitment process that takes place in the organization.(Short-listing, Initial Screening, Coordination with candidates, Telephonic interviews).
- Learned about the Fitment call.
- Drafting letters.

Projects

- Summer Internship: A study to demonstrate employee retention practices at RNAM.
- Dissertation: Effectiveness of employee management system and its effect on employee performance.

Academic Qualifications

- **PGDM (HR and Marketing)** - Institute of management studies, Ghaziabad (2019)
- **B.Tech (Computer Science)** – Invertis University, Bareilly (2015)
- **Senior Secondary Examination** - St.Francis Convent School, Bareilly (2011)
- **Higher Secondary Examination** - St.Francis Convent School, Bareilly (2009)

Accomplishments

- Won **Gold medal** in essay writing.
- Holds distinction in Kathak till level 5 (Madhyama Purna)
- Participated in Marathon to promote Women empowerment.

Skills Set

- Communication Skills.
- Active Listener
- People Oriented
- Interpersonal Skills
- Dedicated
- Enthusiastic

Personal Details

- **Date of birth** : 25th January
- **Mobile Number**: 9599132286
- **Nationality** : Indian
- **Current Address**: Vaishali Sector 5 – 201014 , Ghaziabad (U.P.)

DECLARATION:

I hereby declare that the details provided by are correct and I have knowingly not omitted/ misrepresented any information.

Date: _____

Place: _____

Signature: _____