



**PUJA KUMARI PANDEY**  
COMMUNICATIONS AND HR

## PROFILE

Communication and HR Executive with 2.5 years of experience providing administrative support to over 60 staff members. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Seeking a position where I can utilize my Knowledge, abilities and personal skills while being resourceful, innovative and flexible that offers professional growth along with the organizations.

## CONTACT

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## ACTIVITIES AND INTERESTS

- Reading
- Exploring Places
- Playing Badminton

## EDUCATION

- Pursuing MBA (with specialization HR), 2019-2021, Symbiosis International University, Pune
- BCA, 2011-2014 from Mrs. KMPM Vocational College, Jamshedpur

## EXPERIENCE

**Current Organization:** ALIG Educational and Welfare Organization

**Working from January 2018 till date**

### Job Responsibilities:

- Handling database management of an employees and sponsors Manpower planning, selection and recruitment, documentation and reporting,
- lisoning, networking and coordination for different programs of ALIG Administration, management of day to day activities
- Handling HR Activities,
- Administration and coordination and management of Udyami Program,
- Social media marketing, fundraising and donor management, Handling Communications of ALIG
- Organizing Events and programs
- Based on business plans , prepare recruitment strategies
- Doing basic level screening of resumes.
- Sharing profiles with the Technical panel for initial Technical Review, taking feedback of the review

## KEY SKILLS AND CHARACTERISTICS

- Communications
- Human Resource Management
- Social Media Marketing
- Complex problem-solving
- Team Work
- Multitasking
- Self-motivated with outstanding time management capabilities
- Can work both as part of a team and on my own initiative

## COMPUTER SKILL

- Microsoft Office(Word, Excel, PowerPoint) and Basic Computer Knowledge
- HTML
- CSS
- SQL/PL SQL
- J QUERY

- WORD PRESS

## PROJECTS & TRAININGS

1. **Project 1:** One month internship in JUSCO entitled "Measuring Training Effectiveness".
2. **Project 2:** Develop a website using Word Press.
3. One day workshop organized by Digital Empower Foundation Delhi on Capacity building and Social media – Empowering NGOs and Youth on 5<sup>th</sup> Feb 2019
4. One day workshop organized by ALIG in collaboration with District Child Protection unit and Bal Sakha on POCSO Act 2012 on 3<sup>rd</sup> Jan 2019.

Puja Kumari Pandey  
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