**DEEPTI NEGI**

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| Hno - A 101, KG Khosla,molarband Ext. |
| Badarpur Border ,New Dehli - 44 |
| Near by Stanford International School |

**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 organization.

**SKILLS PROFILE**

* MBA in Human Resources Management with 2 years professional experience in Human Resources and Admin Department, (Result Awaited).
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.

**CORE COMPETENCIES**

* Aggressive.
* Detail conscious.
* Good leadership skills.
* Ability to maintain interpersonal relations.
* Confident.
* Flexible in work.
* Honest.

**WORK EXPERIENCE**

1. Working as a HR Executive at Ajay Industrial Corporation Ltd. (April 2017- till date)  
  
**Job Responsibilities**  
  
**1. Recruitment**

* Coordination with the HR Head and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through Naukri job portals or else internal reference, head hunting.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* Preparing offer letter, job descriptions, completing joining Formalities, documentation and Appointment Letter.

**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 LMS programs.
* Monitor All activities regarding LMS System of Executives and State Heads.

**3. HR Administration**

* Compilation & processing of attendance data in attendance system.
* Maintaining employees personal files and records.
* Tracking attendance, maintaining leave records etc.
* Keeping track of Confirmation, Appraisals of employees.
* Preparing various letters like offer letter, appointment letter, increment letter etc.

**4. Employee Engagement**

* Send welcome-mail , policy to all new joiners, Initiated regular Birthday mailers.

2. Worked as a Assistant at Sun Shine Enterprises. (April 2015 - April 2017)  
  
**Job Responsibilities**

* Filling the PF & ESIC forms (along with family photographs) of those who are eligible.
* Handover the all forms to respective person.
* For Give the PF number to employees.
* For ESIC-Do the follow-up with ESIC dept. Also submit the ESIC challans on a monthly basis.
* Send the PF claim forms duly signed by authorized signatory after employee resigns.
* Prepare and maintain all data of all employees in excel and update on tracker.
* Prepare & Maintain all files of all contractors and employees.

**2. Office Coordinator** in **Lal Bhadur Shastri Computer Institute** , Sarai Khwaja , Faridabad (Mar 2013 to April 2015).

**Key Responsibilities :**

1. Stays up-to-date on changes and advancements in computer technology.
2. Ensures that computer equipment is functioning properly.
3. Evaluates student performances in class and on tests and provides feedback.
4. Assigns special projects to students.
5. Provides appropriate resources and learning materials for students.
6. Maintains computer laboratories and keeps an inventory of computer equipment’s.
7. Manage and monitor student’s behavior accordance with Institute system policies.
8. Conduct group training sessions.
9. Fill up all examination forms at the time of exam of all students according to their courses.
10. Monitoring attendance & fees records for all students.
11. Receiving and Maintaining Courier Details.
12. Making and maintaining MIS details of all students.
13. Followup for documentation of Admission and Examination formalities.

**3. Office Coordinator** and **Faculty in Lal Bhadur Shastri Computer Institute** , Sarai Khwaja , Faridabad (Aug 2008 to Aug 2011).

**Key Responsibilities :**

1. Stays up-to-date on changes and advancements in computer technology.
2. Ensures that computer equipment is functioning properly.
3. Encourages creativity in students.
4. Evaluates student performances in class and on tests and provides feedback.
5. Assigns special projects to students.
6. Communicates student’s progress to parents, particularly regarding students who need tutoring or other extra assistance.
7. Provides appropriate resources and learning materials for students.
8. Maintains computer laboratories and keeps an inventory of computer equipment’s.
9. Petitions administrators for updated hardware and software for the classroom.
10. Organize, maintain and manage class system in proper working conditions.
11. Manage and monitor student’s behavior accordance with school system policies.
12. Teach students and learners to use computers.
13. Conduct group training sessions.
14. Runs the classroom with in the allocated budget.
15. Keep all classroom backed up.
16. Ensure that the internet in the class room is used only for appropriate educational purpose.
17. Fill up all examination forms at the time of exam of all students according to their courses.
18. Monitoring attendance & fees records for all students.
19. Receiving and Maintaining Courier Details.
20. Making and maintaining MIS details of all students.
21. Follow-up for documentation of Admission and Examination formalities.

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration with HR specialization (Result Awaited).
* Bachelor of Arts from with Third class for SOL (South Ex Delhi).
* HSC (Arts) from HBSE Board.
* SSC from HBSE Board.

**PROJECTS**

**Title:** Employees Behavior Towards the Organization.  
**Company:** JINDAL BUILDSYS L.td.

**COMPUTER SKILLS**

* Knowledge of MS Word, Ms Power Point, Ms Excel.
* Knowledge of SAP
* Internet
* Photoshop, Coral draw, Page Maker
* HTML
* Tally ERP 9.0

**PERSONAL DETAILS**

**Date of Birth:** 22nd Feb 1986  
**Languages known:** English, Hindi, Garhwali  
**Marital Status :** Married

**Current Inhand – 22513 /-**

**Expected Inhand – AS per company Norms**

**Notice Period – 15 Days or Negotiable**

**REFRENCES :** **1)** **Sumit Kumar (HR Assistant) (9910335649)**

**2) Kanak Sharma (HR Executive) (7042510207)**

**DATE …………………………………**

**PLACE ………………………………. (DEEPTI NEGI)**