**Resume**

**Preeti Kulshreshtha**

Bhopal, (Madhya Pradesh)

Mobile : 9340013779

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**Career objective**

I like to describe myself as a passionate seeker for knowledge and experience. I always try and seek to enrich my mind with information that is useful for me and my field through any means possible and focused towards the delivery as well efficiently to get the desired results. My passion for experience always pushes me forward to read more and research, do things that I believe are very important for making good society for human welfare and helps push the industry forward. In addition, I always try to pass it forward, always try not to stop knowledge at my doorstep and spread it so people interested may find them beneficial.

**Educational qualification:**

* PGDM (HR) in Distance Learning from Symbiosis, Pune with 68%.
* B.com from Ajmer university of Rajasthan with 55%.
* Higher secondary from Ajmer board of Rajasthan with 65%.
* Secondary from Ajmer board of Rajasthan with 72%.
* CAT Qualified with 90 percentiles.

**Core HR competencies**

* Proven “Recruiting Skills” with employee life cycle
* Performance Appraisal
* Training & Development
* Collaborative Technique
* Operation Management
* Conflict Management and Long lasting Integrity Programme
* Decision Making & Process implementation
* Compensation & Benefits Administration
* Industrial Relations/Employee Engagement
* Service Quality Management
* Vandor Management

**Professional Experience:**

**Worked as an Asst. Manager HR in Flexton Business Inc. Bhopal (19 Jan 2018 to May 20**):

**Job Responsibilities:**

* Build and manage a team of recruiters, researchers and administrator and maintain responsibility for recruitment, providing direction, coaching and development.
* Maintain all office staff decorum and keep them enthusiastic towards achieving their daily targets.
* Keep track employee’s DOB and other documentation, simultaneously involve in daily in house activities, and celebrate employee’s birthday and all festival.
* To plan, supervise and coordinate the activities that are related to employment, labor relations, and compensation and employee relations.
* To involve in conduct interviews, job postings, and employee offers, salary negotiations.
* Daily meetings with employees towards meeting targets.
* US payroll process weekly of bi-weekly on SAP, time sheet collection, follows ups of time sheet, update them for timely time sheet submission and manage the entire human records in different modules of SAP i.e. TM, HCM, ESS, MSS and ERP PeopleSoft.
* Employees background check with coordination of third party.
* Mainly Done Recruiting Profile for Such as: Developers, Architects, Project Mangers, Data Warehousing Professionals SharePoint Developers, Java Developers, .Net Developers, Quality Analyst, Performance Engineers, Business Analyst, Database Administrators, Web Developer, etc.
* End to End recruiting experience, involved in 1099/W2/Cop 2 Cop Staffing terms.
* Expertise in working on different VMS’s like Zero Chaos, Field Glass as well with ATS (Applicant Tracking System) tools like Job diva, Conrep.
* Knowledge and experience with Dice, Monster, CareerBuilder, Yahoo Hot jobs. Linked-in to find active candidates and good personal database for recruiting & bench sales
* Strong ability to produce results within a team environment or independently, utilizing a "Take charge" attitude, self-motivation, and commitment.

**Worked as a Generalist HR Manager in NSB BPO Solutions Pvt. Ltd. Bhopal (24 Aug 2011 to 31 July 2017**) simultaneously with its subsidiary company “**Ondoor Concepts Pvt. Ltd**.” (FMCG Domain).

* 24 Aug. 2011 to 30 Sept. 2012 **“HR Executive”**
* 01 Oct. 2012 To 31 Dec. 2013 **“Sr. HR Executive”**
* 01 Jan. 2014 To 31 July 2017 **“Generalist HR Manager”**

**Job Responsibilities:**

* Analyze the wages and salary report, create a comprehensive & competitive programmer, that is industry specific and align with organization objective.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims.
* Researches regulations by reviewing regulatory bulletins and other sources of information.
* Keeps other departments abreast of requirements by researching regulatory and filing information, writing and communicating guidelines.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.
* Settlements of Labor issues and handling all issues which are obstacles in e-commerce HR activity.
* Performance appraisal and confirmation of employees.
* Managing the accountability towards Employee Relations of Associates in the assigned functions and being in constant touch with them to understand their issues and address them appropriately.
* Implementation & review of all HR functions, including: Strategic planning, organizational development, staffing, training, benefits administration, Employee Relations, Management Development, and Performance Management.
* Measure employee satisfaction and identify areas that require improvement, further implement the training and development of agenda.
* In conjunction with the Head of HR, ensure all company policies and procedures are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies.

**Worked as a CSA cum Assistance Trainee in “First source (March 2010- 23 June 2011)**

**Job Responsibilities:**

* To attend calls and Resolve the customers Queries.
* To Support attendance.
* Responsible for SLA delivery, resources.
* Handling Modem Configuration, Internet connectivity, Desktop Formatting.

**Personal profile:**

Name : Preeti Kulshreshtha

Father Name : Rakesh Kulshreshtha

Marital Status : Single

Languages Known : English, Hindi &Rajasthan

Nationality : Indian

Contact no : 9340013779

DATE PREETI KULSHRESHTHA