

VAHINI PANDITA

HR EXECUTIVE
JAMMU MOTORS

I am a qualified professional with good 1 year of experience in HR operations and attendance management.

OBJECTIVE

My aim is to obtain a dynamic and challenging opportunity that contributes to the outstanding success and continuous process improvement of business.

SKILL HIGHLIGHTS

- Attendance Management
- Payroll Compensation
- Performance Management
- Project Management
- MIS Record Keeping

VITALS

House No. 116 Amit Nagar,
Muthi, Jammu J&K

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EXPERIENCE

JAMMU MOTORS

SEPTEMBER' 18 –NOVEMBER' 19

HR Executive

- A sound professional with good hold on HR operations and attendance management.
- Maintaining and updating details of employees both in soft and File Management.
- Liaising with Bank for activation of Salary Accounts for the new joiners.
- Managing the HR operations and have a hands on experience in Leave & Attendance Management across region, Induction, Joining formalities, Payroll Compensation.
- Assisting in updating monthly salary slips and other monetary benefit for the employees.
- HR Operations and MIS record management. Keeping a timely report track on daily, monthly and quarterly basis.

AMUL INDIA

MAY'15 – JUL' 15

Marketing Intern

Attended a good 9 weeks of training at Amul India on the Marketing Channel followed. Thorough study of the Marketing strategies adopted by Amul India including their distribution and Marketing strategies with prime focus on competitive analysis over others.



EDUCATION

- ▶ MBA with Dual Specialization in Marketing and HR
- ▶ BBA from Jammu University with prime focus on Marketing and HR Strategies
- ▶ 12th Grade (Commerce) passed from Jammu Board

