**POOJA JAIN**

**Contact: +91-9643386349**

**E-Mail ID: poojaj0193@gmail.com**

Being a committed team player, want to be a part of a renowned organization to contribute towards the growth of the organization based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

**Profile Summary**

* A result-oriented professional with more than 4 years of rich experience in “**Human Resource Operations”** department.
* Go-Getter with Self-Management Skills, Positive attitude, Communication Competence and a vision to achieve success
* Excellent organizational, communication, time management and planning skills.

**Core Competencies**

Flexibility and adaptability Clear Communication Skills Team Building & Leadership

Benefits Administration IT Skills MS-Office

**Accomplishments**

* MIS reporting
* Increasing the loyalty and satisfaction of employees, vendor and customers
* Identified and Providing Problem solution –by handling internal & external Complaints
* Saving Money-by negotiating a better deal
* Saving Time-by planned efficient work plans, new ideas and initiatives that improved stability and growth of Company
* Re-organized many things to make it work better
* Increased Revenue for the company

**Organizational Experience**

**Ricoh India Ltd, Noida Sector-125**

**“Senior Executive –HR Operations”**

**April ‘2019- July’2020**

***Roles & Responsibilities:***

* MIS HR Reports handling
* Monitor internal HR systems and databases
* Attendance management of off-roll employees
* Employee engagement activities
* Sending Holiday & Birthday wishes to management within HO
* Exit interviews of off-roll employees & documentation management
* Handling CCHP & reporting monthly tracker
* Working on Logged tickets on Portal & resolving in coordination with the departments.

**SNSGAP Trading Pvt. Ltd, Noida Sector-62**

**“Manager- Human Resource & Administration”**

**August ‘2018- February’2019**

***Roles & Responsibilities:***

* Overall HR Operations within a company
* New Joinee Induction and joining formalities, attendance management, rolling out their appointment letters etc.
* Letter preparation and sharing
* Employee database management
* Monitoring daily & monthly attendance through system
* Monthly salary preparation
* Vendor management by keeping record of office supplies and requirement
* MIS Reporting
* Office administration including day-to-day activities of general affairs and office management
* Salary sheet preparation
* HR Database Handling and updating
* Client handling timely

**Samsung India Electronics Pvt. Ltd**

**“Senior HR Admin Executive”**

**January’2018- August’2018 (Contractual Job)**

Payroll: Compass Group India Pvt. Ltd, Gurgaon

Client: Samsung India Electronics Pvt. Ltd, Sector-126, Noida

***Roles & Responsibilities:***

* HR MIS -employee record, attendance tracker, new joinee & resignee
* Dealing with HR related incoming, faxes and post & sending couriers by DHL
* Providing admin support by handling day-to-day meetings of general affairs and office management, e.g. Water, milk, pantry, snacks, stationary, printed stationary, birthday gifts etc.
* Responsible for handling day-to-day activities of general affairs and office management, e.g. photocopy machine, printer, telephony, electricity, water, milk, AC, pantry, snacks, stationary, printed stationary, birthday gifts etc.
* Record keeping of office stationeries and pantry supplies
* Manage and oversee the bidding processes and contractual agreements with third party provider (stationary, water, etc.)
* MIS-Data Record and Management
* Responsible in keeping good relationship between the company and vendors

**Adarsh Nirogdham Pvt. Ltd, Ghaziabad**

**“HR Admin Executive”**

**January’2016– December ’2017**

***Roles & Responsibilities:***

* Complete onus of the joining and exit formalities for all the employees, prepare and roll out offer letters, appointment letters, employment forms, relieving letters etc.
* Handling Internal HR activities related to Recruitment from Creating and publishing job ads on various portals, Screening, Shortlisting, Telephonic and Face to Face Round till bring on boarding.
* Email & Telephone Communication-Client and customer Interaction
* Employee Engagement- take charge to organize various events from time to time like Birthday wishes, festive, celebrations etc.
* Handle the problems faced by employees if any and help them to resolve these in a peaceful and satisfactory manner while maintaining utmost confidentiality
* Responsible for keeping office management like stationary, water, milk, pantry, printed stationary, birthday gifts etc.
* Operations Supports -MIS Reporting -daily, weekly, and monthly basis
* Handling Overall Office HR & Administration related activities with support services

**Academic Details**

* **MBA (Human Resources and IT)** from Hi-tech Eng. College under AKTU, Ghaziabad in 2016, scored 72%
* **B.Tech. (Computer Science)** from Hi-tech Eng. College under AKTU, Ghaziabad in 2014, scored 74.44%
* **12th (PCMB+ Physical Education)** from D.A.V Public School, Sahibabad under CBSE Board in 2010, scored 78%
* **10th** from D.A.V Public School, Sahibabad under CBSE Board in 2008, scored 72%

**IT Skills**

* MS Office (Word, Excel & PowerPoint)
* Internet Applications and Company portal quick understanding

**Personal Details**

Date of Birth: 13th January 1993

Languages Known: English, Hindi (Read, Write and speak fluently)

Marital Status: Single

Nationality: Indian

Address: Sahibabad, Ghaziabad, UP-201005

**References**

References will be available on request.

**Can Join immediately**

**Last CTC-6.25 LPA**

**Expected CTC -8-9 LPA**