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Career Objective:

Quest to grow and evolve in the role of HR and to continuously upgrade my skills to align them with the organization's goals and objectives thereby adding value to the processes & systems of the Company.

Professional Summary:

- A Multi-skilled professional with 3+ years of functional experience in a Recruitment, Joining/ Exit formalities, training, employee engagement, staffing, Background check, induction and 1 year experience as a customer relationship executive.
- Can work effectively both as a team member as well as team leader.
- Excellence knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, reference checking, salary negotiation and closing.
- Responsible, loyal, reliable and independent worker with high level of enthusiasm creativity.

Academic:

- MBA (HR & Marketing), APJKTU University (2014-16).
- Graduate from DBRAU University (2010-13)

Professional Experience:

Executive-HR (PVR Cinemas)

Dec 2018 - Jul 2020

Talent Acquisition:

- ☐ Taking hiring needs from project heads and conducting search assignments for the same. Exploring all available sources of recruitment such as Job portals (LinkedIn, Naukri.com, Indeed, Monster.com, etc) Employee referral schemes, online social networks and other cost effective methods of hiring and schedule interview.
- ☐ Responsible for short-listing suitable candidates for the requirements.

Joining & Exit Formalities :

- ☐ Release offer letter & appointment letter as per procedure.
- ☐ Ensuring all basic necessity to the new joined during on boarding process e.g. Email ID, Visiting cards.
- ☐ Induction presentation and familiarization with company policies at end of every month to all new joiners of the month
- ☐ Maintain personal file of each employee and update it on regular basis.
- ☐ Conducting Exit interview for generating feedback on the organization's performance and areas of improvement.
- ☐ Generating relieving, Experience & salary certificates.
- ☐ Providing & assisting with full & final inputs to the payroll team.

Leave Management:

- Mark employees attendance & leave and forward data to payroll processing team.

Performance Management:

- Monitoring appraisal process for substantiating Performance Appraisal System.
- Guiding employees in filling the KPI / Balance Score Card / KRA's / PMS / Goal Setting Sheets, helping in Self Evaluation and Team Member evaluation during the Annual Appraisal process
- Successfully processing Increments and releasing Increment Letters.
- Conducting Confirmation/ Extension/Termination Procedures and issue of the respective letters.

Training & Development:

- Conducting trainings for improved productivity & quality enhancement.
- Identifying training needs across levels through mapping of skills and arrange trainings for the same with the help of concern.

Employee Engagement:

- Actively organized & participated employee engagement programmes such as fun activities , cultural days & other celebrations.
- Ensured prompt resolution of employee grievances.

Compliance:

- Review and monitor compliance related documentation in employee and company record, facilitate any internal audit.

Office Coordination:

- Manage all couriers, Mobile and other bills of the company.

Golden Peacock Overseas Ltd. (GPL Group)_____
Executive -HR

Jan 2017- Nov 2018

A preferred supplier of Lamp holders, Brass Components, Lamp Bases, Display System, Electrical & Wiring Accessories across the globe.

Job Responsibilities:

- Talent Acquisition
- Performance Management system.
- Employee engagement activity
- Training & Development
- Exit Formality
- Handled factory operations.
- Preparing MIS Tracker for the Depts./Management on Monthly basis involving Various Excel Tools.
- Maintaining various trackers such as – Interview tracker, Offer tracker, Re-imbursement tracker and leave tracker.

Naaptol Online Shopping -Customer relationship executive

Jan 2016 –Jan 2017

- Analyzing customer and vendor company product related requirement and providing necessary measures and preparing master data for the same.
- Expert in prioritizing the work.
- Providing the best solutions to the customers and the company based on the data analyzed.
- Checking the quality of work performed team and make sure that there are no errors in it. Handling a team of 4 people.

Computer Knowledge:

- Advanced Microsoft-Office (Vlookup, hlookup, Pivot table)
- Make Presentable presentations.

Achievements:

- Get appreciation many times for the quality services. Create a unique way to manage the documents. Participated in organizing college events and seminars.

Personal Details:

Husband Name : Mr. Ashu Rawat
Permanent address : Gr. Noida
Date of birth : 10-07-1995
Gender : Female
Marital status : Married
Languages Proficiency : Hindi, English

Declaration:

I hereby declare that the above furnished details are true with the best of my knowledge and belief.

(Khushboo Rawat)