



**PAYAL
JAIN**

DATE OF BIRTH:
30/06/1996

CONTACT

Nationality: Indian

Gender: Female



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WORK EXPERIENCE

20/08/2019 - CURRENT - Kota, India

HR Executive

NR Switch N Radio Services Pvt. Ltd.

- Assist in Payroll preparation by providing relevant data (absences, leaves, bonus etc.).
- Assist with day to day operations of HR.
- Develop fair HR policies and ensure employees understand and comply with them.
- Design compensation and benefits packages.
- Continually educate employees on company policies (including sexual harassment, social media permissions, etc.) and keep employee handbook current.
- Deal with employee requests regarding Human Resources Issues, Rules & Regulations etc.
- Implementing Professional Tax & LWF.
- Ensures planning, monitoring, and appraisal of employee work results.
- Hearing and resolving employee grievances.
- Maintaining current HR files and databases.
- Completing termination paperwork and assisting with exist interviews.

07/03/2019 - 14/08/2019 - Kota, India

Customer service officer

Medcords Healthcare Pvt. Ltd.

- Manage large amounts of incoming calls.
- Generate sales leads.
- Identify and assess customers needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right methods.
- Handle customer complaints, Provide appropriate solutions and alternatives within the time limits.
- Keep records of customer interactions in written.

05/10/2017 - 28/02/2019 - Kota

Tutor

- Work with students to improve their skills in certain subjects.
- Prepare lessons, and assign and correct homework.
- Prepare and correct tests.
- Evaluate students' progress and discuss the results with students and/or their parents.
- Identify students individual learning needs.
- Prepare notes for students.

EDUCATION AND TRAINING

01/06/2017 - 07/2019 - KOTA, India

M.com

Govt. Commerce Girls College

01/05/2014 - 05/05/2017 - KOTA, India

B.Com

Government Commerce College

01/04/2013 - 01/05/2014 - KOTA, India

● **12th Board**

Maa Bharti Senior Sec. School

01/04/2011 - 01/05/2012 - KOTA, India

● **10th Board**

M.B. International Secondary School

LANGUAGE SKILLS

MOTHER TONGUE(S): Hindi | English

DIGITAL SKILLS

Google Drive | Microsoft Office | Organizational and planning skills | Outlook | Tally ERP 9 | Adobe Photoshop | SAP