**Krati Verma**

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Place: Indore, India

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| **Summary:** |
| * Competent HR Professional with extensive 4+ years of experience in talent acquisition, talent management, employee management, employee engagement, vendor management, attendance management, payroll management, business development, startups.
* Seeking assignments in HR Coordinator, HR Generalist, Talent Acquisition, Talent Management roles. Well versed with latest technologies & markets.
* Campus Recruiter with managing 20+ campuses in terms of employer branding, campus connect, drives, campus relations & driving bulk hiring pan India through campus.
* Implementation of HR systems and processes in line with the Organizations HR framework and implementing and ensuring the effective compliance of corporate policies / programs / procedures & initiatives across.
* Maintaining accurate, error free database with all new joiners/resigned updations along with other updates.
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| **Work Experience:**  |
| **Current Role : Sr. Executive – Human Resources (March 2018- Present)****Current Company:- LotzAp Solutions, Indore** **Key Responsibilities:*** End-to-end recruitment process from designing job description to posting jobs, screening resumes, short-listing resumes, scheduling interviews to joining
* Interview co-ordinations, documents verification, HR discussions, Salary fitment, Salary Negotiation and final closure.
* Hands on experience with recruitment portals likes Naukri, Shine, Indeed, Monster and other social portals for recruitments
* Employee on-boarding & orientation formalities, new employee documentation, team assigning and team coordination
* Campus recruitment management with employer branding, pre placement talks, solving students queries, conducting tests and further interviews
* Attendance and leave management on regular basis
* Background verifications and personal reference checks of shortlisted candidates
* Data management of existing and ex employees, interviewers, vendors etc.
* Payroll management with PF, ESIC and mediclaim management
* Employee management with grievance handling on daily basis with priority
* Preparing HR reports related to operations, administration, recruitment, employees on regular basis
* Employee exit formalities with full and final settlement
* Employee engagement activities on monthly basis with festival celebrations, birthdays, work anniversaries, employee appreciation, reward and recognition, annual event, tournaments
* Vendor management with all annual subscriptions and renewals

**Previous Role :- Jr. Executive – Human Resources (May 2016- March 2018)****Previous Company:- Rave Digital****Key Responsibilities:*** Sourcing talent with respect to the job description, screening resumes, shortlisting profiles and scheduling interviews
* Attendance management and leave management with manual as well as automated process
* New employee on-boarding and HR orientation process
* Employee engagement activities on regular basis
* Employee grievance noticing and processing it to higher level
* Company social profiles updation with recent activities in the organization
* Newsletter creation which content and picture on monthly basis
* Designing pamphlets and banners for job posting or internal celebrations
* Payroll management
* Documentation of employee data on regular basis
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| **INTERNSHIPS** |  |
| **Mapps Tech Labs(Astute Systems) – 7 Months*** Designing job descriptions for job openings
* Cold calling to candidates in PAN India.
* Screening resumes, scheduling interviews, assigning tasks, conducting interviews, giving training and induction.
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| **Year** | **Degree** | **Institute** |
| 2019-2020 | Post Graduation Diploma Human Resource Management | Symbiosis Centre of Distance Learning, Pune  |
| 2011-2015 | Bachelors of Engineering (IT) | Medicaps Institute of Science and Technology, Indore |
| 2011 | Higher Secondary Education | Shri Agrasen Vidyalaya, Indore |
| 2009 | High School Education | Shri Agrasen Vidyalaya, Indore  |

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| **HOBBIES AND INTERESTS** |  |
| * Reading
* Writing
* Exploring
* Dancing
* Cooking
* Badminton
* Cycling
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| **PERSONAL DETAILS** |  |
| Date of Birth : 4th November, 1993Marital Status : UnmarriedFather’s Name : Mr. Arun VermaMothers Name : Mrs. ShailbalaLanguages Known : English, Hindi |

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| **DECLARATION** |  |
| I hereby declare that the information supplied above is true to the best of my knowledge and belief and I promise to abide all the norms laid down by your esteemed organization. |