**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, 1993  Marital Status : Unmarried  Father’s Name : Mr. Arun Verma  Mothers Name : Mrs. Shailbala  Languages 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. | |