**SNEHA KUMARI**

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**Contact no:** 9798037517 / 9135378990. **Location:**

**Hyderabad**

**Specialization**: MBA ( HR & Marketing)

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| **OBJECTIVE** |

To be a part of an Organization where I can make meaningful contribution and utilize My Skills and Abilities, while being innovative & flexible towards the betterment of the organization, which encourages continuous learning to enhance my skills and to improve the overall efficiency.

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| **PROFESSIONAL SUMMARY** |

* Completed MBA in **Hr & Marketing** from **Chaitanya Bharathi Institute of Technology, Hyderabad**
* 4.3years of experience as an **Hr Executive.**.
* Past Experience of 1.11years as Customer care Executive,1 year as Edp in the manufacturing and real estate company.
* Good knowledge of MS-OFFICE- Excel, Word, Power **point, Office 365**
* Good knowledge and experience on Excel, and Company Software.
* A team player with abilities in training and guiding member and enabling knowledge sharing among them.
* People- oriented.
* Maintains confidentiality.
* Diverse background with fast learning skills and creative analytical skills.
* Good communication skills, interpersonal skills and team coordination.

**Academic Qualifications:**

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| **Qualification** | **College/Institute** | **Board/University** | **Marks (%)** | **Year of passing** |
| MBA | Chaitanya Bharathi Institute Of Technology, Hyderabad | Autonomous | 8.97 | 2017 |
| M.sc | Vinoba Bhawe university, Hazaribagh | V.B.U University | 70.5 | 2010 |
| B.sc | St. Columba’s College, Hazaribagh | V.B.U university | 69.3 | 2007 |
| 12th | Gyan Bharti Residential Complex, Gaya | C.B.S.E | 66.2 | 2004 |
| 10th | D.A.V Public School, Gaya | C.B.S.E | 63.4 | 2002 |

**Organizational Experience:**

**Currently working:**

Working with **Paradiso Software Solution** (Pune ,Work From Home) as an Hr Recruiter / Admin

[**Joined- November 2019 – Till Present**]

**Role and Responsibilities**:

**1) Recruitment**: working on Naukri Portal, Monster, Linkedin, Indeed.

* + - Co-ordinate with Manager and Panel for interview
    - End to End Recruitment process
    - Experience of IT and Non IT recruitment
    - Employee Orientations, Employee Induction

**2) Operation:** Responsible for offer letter, appointment letter, joining formalities, Induction

* + - Worked on Google admin to create official Gmail account creation and update and add users
    - Responsible for official Id creation, Employee Id Creation.
    - Employee details and files management
    - Background Verification
    - Maintain leave record of employees
    - Leave encashment

3**) Employee engagement**: Responsible for employee appraisal letter, Reliving letter, Final settlement, Exit Interview

**4) Admin**: Responsible for Vendor Management

* + - Biometric records of employees
    - Leave sheet of employees
    - Leave Management
    - Onboarding

***Past:***

Worked with **Mirror Review Media and Technology** (Pune, Maharashtra) as an **Hr Executive**

[**Joined- June 2018- November 2019**]

**Experience Summary:**

Experience in core HR activities like statutory-, Leave Encashment, Campus Placement, new joinees on boarding formalities, induction, employee engagement, leave management, Training & development, event management and exit formalities.  
• Analyze and interpret data for respective functions  
• Bring the best industry practices in respective functions of HR   
• Strong interpersonal and communication skills.   
• Ability to check the quality of the profile according to the company standards.

• Handled responsibility from the level of offer releasing till candidate on boarding and induction.

**Work Experience:**

**Mirror Review Media And Technology:**  1.5 years as an **Hr Manager** at Mirror Review Media and Technology.

**Duration:** [**Joined- June 2018 – November 2019**]

**Roles and Responsibilities:**

* **HR Operations**:  
  - Responsible for offers & appointment letters, new joiner formalities and induction.  
   -Preparation of monthly reports relating to head count and attrition.  
  - Employee ID generation.  
  - Employee details and files management.

- Background verification

-Exit Interview

* **Employee Relations**:  
  - Organizing team building / Fun activities / Welfare activities to motivate employees.  
  - Rewards and recognition.   
  - Monthly updates of the Attendance & Leave records of all the Employees.  
  -Following up for the Leave applications with the Employees
* **Talent Acquisition**:  
  -Campus placement in ICOER college (Imperial college of Engineering and Research) Pune, Wagholi

- Handling resource requirements at all levels.  
- Collecting database from different job sites for recruitments.  
- Sourcing, scheduling of interviews.  
- Pre-screening (paper-screening & voice-screening) & processing of resumes.  
- Coordinating with the line managers on interviews.  
- Recruitment, finalization and negotiation of salary to the candidates

**INTERNAL PROJECT (MBA):**

Recruitment and Selection process in Hyper city:

**Duration**: [ **February 2017-April 2017**]

The recruitment and selection process is important for new and established businesses alike. The human resources department has the support and expertise of employment specialists who assist hiring managers with the procedures to ensure company leaders making wise hiring decisions*.*

**EPSON ( Authorized Service Center):**

**Duration:** [**Joined - Jan 2012-to- Dec 2013**]

1Year11 months experience as a Customer care executive in Epson Authorised Service Centre, Bihar.

**Roles and Responsibilities:**

* + Maintaining the database of customers details in excel sheets.
  + Maintaining the details of customers in company software.
  + Received the customer complain through online, calls, and in workshop.
  + Provided the service to customer according to their warranty period of products.
  + Co-ordinate with the customer till the service get done.
  + Took the feedback from the customer after service completion.
  + Close the details of customer in both excel sheet and company software.

**GHARANA ASSOCIATES**: **Duration**: [**Joined- Jan 2011-to- Nov 2012**]

One year experience in Gharana Associates Infra Promoters Pvt .Ltd, Bihar

**Roles and Responsibilities:**

* Maintaining daily management of the data and also responsible for restoring the data whenever required.
* Maintaining the database of customer details in excel sheet.
* Co-ordinate with the superior and customer.
* Entry of the customer details in company software.
* Supporting the issues out of office hour

**ACHIEVEMENTS:**

* Got Certified in Creative Computer Centre for completing a A.D.C.A (one year) course.

From [2014-2015]

**PERSONAL DETAILS:**

**Strength**  : Confident, laborious, good grasp power

**Father’s Name :-** Bishwanath Prasad

**Mother’s Name :-** Kamla srivastava

**Gender:**- Female

**Marital Status:-** Single

**Regards,**

**Sneha Kumari**