

**KUMARI PINKI**

**Email:** [gautampinki050@gmail.com](mailto:gautampinki050@gmail.com) **Mobile**:8467079968,8882302663

**CAREER OBJECTIVES**

I want to continuously add value to the organization and myself through application of domain knowledge in practical corporate world.

**SKILLS & EXPERTIES**

A dynamic professional with qualitative experience in **HR Function** including Recruitment & Selection, Induction, Employee Retention, Employee Grievance Handling, Performance Appraisals, **Training & Development,** Documentation and Administration. A team player with exemplary communication, interpersonal, analytical.

**PROFESSIONAL PROFILE AND AREAS OF EXPERTIES**

**Played roles and responsibilities**

* Update daily Attendance of all Employees and HOD’s &Trainees by Software & Excel.
* Sourced & screened resume conducting recruitment, scheduling & interviewing.
* Maintaining Leave Record.
* All Employees Engagement Activity like Food Festival, CSR Activity, Sports Activity, Culture Activity.
* Processing the salary through software & excel.
* Calculations of Trainees stipend at month end.
* Registration of PF & ESIC of new candidate.
* Conducting the training need analysis for the employees and training program for various department as per the training calendar; prepare training calendar on monthly basis.
* Induction of new joiners.
* Taking care of personal file of every employee.
* Maintaining personal record in master data file.
* Co-ordinate in the annual performance appraisal exercises and ensures timely completion of the same.
* Approve request for advance salary, festival advance.
* Oversee the process of granting of leave without pay.
* Taking Exit Interview and issuing relieving letter & full and final settlement of existing employee.
* Handling employees Quarries and grievances and solving the same.
* Conduct the joining formalities of all the new joiners.
* Arranged the Induction program for the new associate Presentation about the Company Portfolio, Rules & regulation, Defining Roles & Responsibilities of each team member.
* Taking care of staff accommodation.
* Maintaining staff cafeteria &Taking care to control wastage of food.
* Taking care of staff rest room. Responsible to control the hygiene factors of senior locker, junior locker and lady’s locker.
* Handling bill verification of the vendors and checking the same to process their bills before submitting to Finance.

**Organizations Served: -**

**Working with Wow Hotal Indore as HR Supervisor-** July 2021 to Till Date.

**Working with Clarks Resort Bandanwara Rajasthan as HR Executive-** 8th March 2021 to 1st June 2021.

**Worked with Hotel6 Chandigarh as HR Executive-** October 2019 to October 2020 (Left due to merge with Oyo Group).

**Worked with Yashoda Hospital & Research Center, Nehru Nagar Ghaziabad as HR Executive –** April 2019 to October 2019 (Left due to loss in family member)

**Industrial Training with Fortune Inn Grazia Ghaziabad** – December 2018 to April 2019

**ACADEMIC CREDENTIALS:**

* Masters Degree in Human Resource from Dr. APJ Abdul Kalam University Lucknow.
* Bachelor of Arts from Chaudhary Charan Singh University Meerut.
* High School &Intermediate from UP board

**COMPUTER PROFICIENCY:**

* Having a Diploma of 6 Months in Computer.

**QUALITIES:**

* Reliable.
* Sincere.
* Motivated.
* Hardworking.

**PERSONAL DOSSIER:**

Permanent Address : H-291, Rajeev Garden Loni Ghaziabad

UP-201102

Fathers Name : Late Sh. Gulveer Singh

Date of Birth : 14th April, 1994

Gender : Female

Nationality : Indian

Marital Status : Single

**References:**Will be available on request

**(KUMARI PINKI)**