

RADHA SAINI

Radhasaini159@gmail.com

**Mobile 🕿 08860930025, 9810715480**

Objective:

A Post Graduate in MBA (Human Resource) with 4 years of experience in HR specially in Recruitments, Training, staffing and Employee Relation. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

Skill Set:

* Good communications skills
* Exposure to the internet application
* Interest in research and analytics
* Good interpersonal and co-ordination skills.
* Excellent coordinator professional skills.
* Extensive knowledge and understanding about the administration and Human resource operations.
* A self-driven and self-motivated person.

Academic Qualification:

* Graduate from Delhi University
* MBA in HR from SIKKIM MANIPAL University

Professional Qualification:

* Certificate in office Management & Secretarial Practice
* DOEACC ‘O’ LEVEL Course

Computer Skills:

**Proficient in Software** :MSOffice, MS-Word, MS Excel, MS- Power Point, C Language,

HTML, Internet

CAREER HIGHLITES Experience: 3 years 10 Months

|  |  |
| --- | --- |
| **Heyday Communications, Delhi** | |
| **COMPANY DESCRIPTION:**   * **Advertising Agency** | |
| **Designation** | **HR Coordinator (Recruiter)** |
| **Duration** | **Feb 2016 to Till now** |

**Responsibilities:-**

* Coordination with the result oriented Consultancies for recruitment process.
* Posting, handling and maintaining job posting and mass mails on Job Portals.
* Scheduling the interviews and following up with the candidates.
* Coordinating with the candidates throughout the recruitment process
* Short listing the relevant candidates
* Completing joining formalities and induction of the candidate.
* Issuing Offer Letters, Appointment Letters, Joining Letters, Increment Letters and other

Relevant letters to personnel department.

* Dictation work and letter drafting needed in HR Dept.
* Facilitated and trained all new hires and responsible for new employee orientation.
* Processed all documentation for new hires and terminations.
* Maintaining the Attendance and Leave records of the employees as per the policy of Management.
* Managing telephone calls sending and receiving mails of selected candidates.

|  |  |
| --- | --- |
| **GMR Group, Delhi International Airport** | |
| **COMPANY DESCRIPTION:**   * **Passengers service Provider** * **Engineers Service Provider** * **Security & Safety Provider** | |
| **Designation** | **HR Assistant** |
| **Duration** | **2 years Worked** |
| **Responsibilities as HR Associate** | * Screening the Candidates CV’s * Coordination with the result oriented Consultancies for recruitment process. * Scheduling the interviews & taking 1st Round of the candidate * Completing joining formalities and induction of the candidate. * Issuing Offer Letters, Appointment Letters, Joining Letters, Increment Letters and other relevant letters to personnel department * Dictation work and letter drafting needed in HR Dept. * Handling mails and emails in concerned Dept. * Fix up all appointments, maintaining schedule and organize MS dairy * Maintaining records in a well organized manner. * Checking, filtering and coordinating quick response to priority mails department wise. * Managing telephone calls sending and receiving fax. * Providing support in all other work related to HR Department. * To maintain the confidentiality of the records of the employees * To maintain the data of the performance appraisal of employees in due coordination with the senior person and MD. |
| **Responsibilities as Admin Assistant** | * Attending operations departmental meeting and making arrangement for the meeting * Arranging induction sessions as per schedule received and prepare presentation for different purposes * Preparation of board meetings papers and presentation * Maintaining the Attendance and Leave records of the employees as per the policy of management. |

|  |  |
| --- | --- |
| **Indian Airlines, Delhi** | |
| **COMPANY DESCRIPTION:**   * **Passenger Service Provider** * **Safety of Cargo** | |
| **Designation** | **Sr. Assistant** |
| **Duration** | **1 Year** |

**Responsibilities:-**

* Maintaining records in a well organized manner.
* Checking, filtering and coordinating quick response to priority mails department wise.
* Managing telephone calls sending and receiving fax, photocopying, scanning and other assistant work in the Department.
* Providing support in all other work related to HR Department.
* To maintain the confidentiality of the records of the employees
* To maintain the data of the performance appraisal of employees in due coordination with the senior person and MD.
* To prepare the questionnaire of performance appraisal
* To prepare Payroll and the salary list of employee and increment if any.

Personal Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth : 15th September, 1986

Language Known : English, Hindi

Permanent Address : Flat No. – 60, Rishi Apt, Sec 9 Rohini, Delhi

I hereby declare that the information given above is true and to the best of my knowledge.

Place: Delhi (Radha Saini)