**KANIKA**

C-2/11, IIIrd Floor, Sector-15, Rohini Delhi

[kanikainarch@hotmail.com,kanikainarch@gmail.com](mailto:kanikainarch@hotmail.com,kanikainarch@gmail.com), Mobile-8376907408

Seeking a challenging growth oriented position in **HR & ADMIN** field to achieve common goal through dedication & hard work.

**PROFESSIONAL EXPERIENCE:**

* Working as **Executive – HR** in **J KUMAR INFRAPROJECTS LTD.** at DMRC phase-III project, CC-02 & CC-09 then Transfer to CC-24 from January 2012 to till date. Spearheaded major project with total cost worth Rs 1100 cr.

**JOB RESPONSIBILITIES:**

**HR FUNCTION:**

* Assisting in recruitment & Selection process of Employees as per Site Requirement.
* Preparation Of Interview call letter, Offer Letter, Appointment Letter, Confirmation Letter
* Handling Joining Formalities of New Employees.
* KRA Preparation for employees and maintaining KPI
* Conduct Induction of New Employees
* Preparation of Staff Deployment Schedule.
* Preparation of attendance of employee and maintained records for absence, leave and over time & mobile bill consumption
* Maintaining Employees Database
* MIS Report preparation.
* Planning for deployment of Manpower at Site as per requirement
* Assisting Industrial Trainees while on training and maintain their data
* HR MIS Report
* Grievance Handling
* Preparation of Organization Chart

**ADMINISTRATIVE FUNCTION**

* Guest House Management.
* Vehicle Management
* Stationary Management
* Ensure that the discipline of organization (start times, breaks, attendance pass system, etc.) is maintained by all categories of employee.
* Cost saving in administration activities
* Administrative MIS Report

**ACADEMIC CREDENTIALS:**

* B.BA. (MANAGEMENT) from Madurai Kamraj University, (2010)
* M.BA. (MANAGEMENT) from Sikkim Manipal University, (2012)

**IT SKILL:** Knowledge of Microsoft Office

**PERSONAL TRAITS:**

Hard work & Ability, Steady learner, Team Leader, Ability to communicate effectively.

**PERSONAL DOSSIER:**

Father’s Name : Lt. Satish Chander Verma

Permanent Add : C-2/11, IIIrd Floor, Sector-15, Rohini Delhi

DOB : 26th Nov 1988

Nationality : Indian

Language known : English, Hindi, Punjabi

**DECLARATION: I do hereby declare that the particulars furnished above are true to the best of my knowledge and belief. If given an opportunity, I shall perform my duties to entire satisfaction of my superiors.**

**Date…… (KANIKA)**