

PRIYANKA JOSHI

◆ New Ashok Nagar ◆ 9555370097 , 9821858955 ◆ joshipriyanka812@gmail.com

HUMAN RESOURCE ASSISTANT

- ◆ **Certified Professional in Human Resources (PHR)** with additional training program in (PHR).
- ◆ **Extensive background in HR generalist affairs**, including experience in employee recruitment and HR records management, HR policies development and legal compliance.

HR SKILLS

- ◆ Staff Recruitment
- ◆ Employee Relations
- ◆ HR Program/Project Management
- ◆ Web Designing & Development
- ◆ Payroll
- ◆ Performance Reports
- ◆ Administrative Management

PROFESSIONAL EXPERIENCE

EDUNEXT TECHNOLOGIES PVT. LTD. -- RAMPRASTHA COLONY , GHAZIABAD

Provides School Management Software Services to schools and Colleges.

HR Assistant, 2014 to Present

Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs;

Key Results:

- ◆ Played a key role in ensuring the successful HR programs and policies in the areas of training, benefits packages, incentives and new-employee orientation.
- ◆ Record Maintenance of New Joiners, Formalities & Documentations.
- ◆ Record of Presents & Absents of Employees, Planning for leave schedule.
- ◆ Maintaining Employees expense and Salary.
- ◆ Maintaining Company Expenses, record of Inventory, Stationary items, and other paper work.

PROFESSIONAL EXPERIENCE (CONTINUED)

A-GNOSIS TECHNOLOGIES PVT. LTD. – SECTOR – 2 NOIDA

Leading in Web Development & Designing.

Executive Assistant, -- March 2013 to April 2014

Key role of area is maintain schedule & meetings of CEO, planning & booking for meetings, maintain employees work reports, preparing MOM monthly basis, Also looking for hiring schedules, trainees record,

Key Results:

- ◆ Played a key role in maintain schedule & meetings, bookings and agenda of meeting.
- ◆ Preparing MOM for monthly meeting of Staff.
- ◆ Maintain record of new recruitments with Sr. HR, scheduling and lining up the interviews.
- ◆ Some of admin related works.

EDUCATION & CERTIFICATIONS

INDRA GANDHI OPEN NATIONAL UNIVERSITY

Bachelor of Science (B.Sc) (general), 2016

Activities: Worked with an organization in IT Sector.

Training as HR Assistant:

- ◆ PHR Certification (Professional in Human Resources), 2015

OF NOTE

Professional Development:

- ◆ Complete ongoing training in the areas of employee and labor relations, leaves of absence and workplace safety/security.

Computer Skills:

- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)
- ◆ Web Designing & Development (HTML, CSS, BASICS OF PHOTOSHOP, DESIGNING).
- ◆ Coordinator (between Team & Management & clients, Support (Client servicing)).

PERSONAL DETAILS

Name : Priyanka Joshi
Father's Name : Mr. Bhuwan Chandra Joshi
Mother's Name : Mrs. Shobha Joshi
Date of Birth : 8th Dec 1995
Blood Group : A+
Address : B-314, New Ashok Nagar, New Delhi (110096)

Date :

Place :

Priyanka Joshi