

# SMITA SAXENA

[saxenasmita27@gmail.com](mailto:saxenasmita27@gmail.com) +91 8115832063

186, Lukerganj, Prayagraj, Uttar Pradesh (India) – 211001

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I am a self-motivated, result oriented individual with a proven record of more than 2.5 years of experience in public dealing, seeking to work in an organization that allows me an opportunity to implement my practical knowledge, offers continuous challenges and excellent growth prospects as well as enhances my pre- existing skills and grant me opportunities to learn new ones.

## EXPERIENCE

April 2023 – PRESENT

### Growfast Group Pvt. Ltd. – Lucknow

Assistant Manager – Human Resource

- Generating Branch Performance Statement & MIS report.
- Handling Payroll, Compensation, Appraisal and Benefits.
- Generating Offer, Joining, Relieving, Appointment, Experience & Promotion Letters.
- Conducting Onboarding, Induction & Training for sales department.
- Understanding requirements and deciding on the recruitment strategy.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Responsible for managing employee transfers / relocation to ensure optimum manpower utilization.
- Developed and implemented HR data management strategies, ensuring the confidentiality, integrity, and availability of employee information.
- Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees.

July 2022 – March 2023

### Madnani Hospital - Prayagraj

Human Resource Executive

- Utilized HRIS (Human Resources Information Systems) software to manage employee data, streamline processes, ensuring accurate and timely disbursement of salaries, allowances, and reimbursements.
- Developed and executed recruitment strategies to attract and retain qualified healthcare professionals, including physicians, nurses, and allied health staff.
- Liaised with vendors for providing on site post-operative care.
- Managed employee relations, addressing employee grievances, conflicts, and disciplinary issues in compliance with hospital policies, labor laws, and fair employment practices.
- Facilitated training and development programs for hospital staff, including healthcare professionals and support staff, in areas such as patient care, medical ethics, and soft skills.
- Collaborated with finance teams to ensure accurate budgeting, forecasting, and cost analysis related to payroll expenses.

January 2020 – August 2021

## **Auctech IT Solution – Lucknow**

Human Resource Trainee (Hybrid)

- Responded to employee inquiries regarding payroll and timekeeping.
- Processed hiring, transfers and terminations.
- Assisted in organizing recruitments.
- Conducted background checks and verify references.
- Collected job requirements and posted job descriptions on sites like Indeed, Naukri.com etc.

## **EDUCATION**

2015

**10<sup>TH</sup>**, St. Anthony's Convent Girls Inter College

School Secretary, National Cadet Corps

2017

**12<sup>TH</sup>**, St. Anthony's Convent Girls Inter College

School Debate Team, NCC 'B' Certificate

2020

**B.COM**, ALLAHABAD STATE UNIVERSITY

Batch Representative

2023

**M.COM**, ALLAHABAD STATE UNIVERSITY

- Specialization in Human Resource

## **RELEVENT SKILLS**

- Composed, innovative and creative.
- Store house of fresh ideas and a keen learner who believes in team work.
- Profound knowledge of Microsoft Office, Tally ERP and other computer applications.
- Elaborative approach as well as analytical attitude.
- Natural ability to profile and develop relationships to maximize potential success.
- Excellent communication and written skills.
- Ability to research on the various topics and present them.
- Ability to provide support to colleague and to maintain good organizational skills.
- Stay updated with the changing job requirement.

## **PERSONAL DETAILS**

Date of Birth : 2nd May, 1999

Gender : Female

Marital Status : Unmarried

Father's Name : Mr. Vijay Kumar Saxena