



SANA FATIMA

HUMAN RESOURCE-EXECUTIVE

+91 8707772011

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Lucknow, India

SKILLS

- MS Office Suite (Excel, Access, Word Powerpoint)
- Employee Orientation
- Employee relations management
- Administrative skills
- Employee Engagement strategies
- HR Database Management
- Strong written and verbal communication Skill

ACHIEVEMENTS

- **Gold Medal** for securing **1st Rank** in MBA-2023
- **Gold Medal** for securing **1st Rank** in **Faculty of Commerce**, MBA-2023
- 1st Rank in Lucknow in Polytechnic 2019
- 3rd Rank in UP Polytechnic 2019.
- Awarded by the Honorable **Chief Minister** of **Uttar Pradesh** Shri Yogi Adityanath Ji for Highest Score in 2nd Year-2019.
- Student of the Year Award -Government Girls Polytechnic,Lucknow-2019.

ABOUT ME

A degree qualified HR professional, always mindful of the confidential nature of HR work at both the operation and strategic level. *Strong interpersonal and communication skills together with the ability to discharge multiple responsibilities efficiently results in the achievement of company-wide human resource goals.* Specialization areas, include employee relations, employee engagement, joining and exit process, works in collaboration with senior management to support company wide initiatives and programs.

WORK EXPERIENCE

Crestech Software Systems Pvt. Ltd -Noida

HR- Executive

December 2022 to July 2023

Roles and Responsibilities

Recruitment

- Screening the right candidates through telephonic interview.
- Scheduling face to face interviews.
- Following up with the short-listed candidates.

Joining and Onboarding

- Responsible for smooth on boarding of new hires
- Generating employee codes, creating official login email ids, ID Cards
- Conducting HR Induction and orientation program
- Sharing appointment letters and getting other important signed and verified.
- Doing Background verification check of all new hires.
- Ensuring proper and complete documentation of new hires.
- Getting salary account opened for new employees

HR Operations

- Maintaining files and records of all employees accross levels in the organization.
- Maintaining proper implementations of company policies.
- Keeping tracks of confirmation of employees
- Preparing various letters like offer letter, appointment letter, confirmation letter, Experience/Service Certificate, Relieving letter ,etc
- Employment verification of ex employees
- Managing company's Intranet portal, handling all backend operations.

Employee Engagement

- Designing Employee engagement initiatives and rolling them out. games quizzes
- Celebrating occasions, festivals, and other important events.

EDUCATION

Masters In Business Administration -HR & Marketing

Khwaja Moinuddin Language University
(2020-2022)

- 87%

Bachelor of Arts -Private

Dr. Ram Manohar Lohia Avadh University
(2016-2019)

- 63%

Diploma In Fashion Designing And Garment Technology

Government Girls Polytechnic Lucknow
(2016-2019)

- 89.32%

Intermediate

Chetna Public Inter College (2015) UP
Board

- 75%

High school

Chetna Public Inter College (2013) UP
Board

- 85%

- Taking employee engagement initiatives like welcome mail to all new joiners, birthday mailers and posts, work anniversary posts, cake cutting activities

Query and Grievance Management

- Being HR responsible for employee related queries and providing their resolutions.
- Making proactive communication with employees on policies and processes

Exit Policies

- Keeping track of all exits in all concerned departments.
- Sharing exit forms
- Doing exit handovers.
- Ensure that handover is done properly, resolving queries of the employee regarding F&F, updating in HR records
- Sharing experience and relieving letter

CERTIFICATIONS

- Certification in Ultimate HR Generalist and Human Resource Management
- Certification in MS Office Suite
- Certification in HR Skills training course from Tareeqa Global solutions.

LANGUAGES

English, Hindi, Urdu

DECLARATION

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

Regards,
Sana Fatima