



RIYA CHAURASIA
Kanpur, Uttar Pradesh
(Open to relocate)
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12/08/1998
in www.linkedin.com/in/riya-chaurasia

Profile Summary

HR Personnel with 1+ years of experience managing hiring and onboarding, employee benefits and payroll, performance tracking and HR records. Excellent communication skills, team building and relationship management. Currently seeking for responsible career opportunity, where I can fully utilize my human resource and management skills.

Experience

- Codexinfra Pvt Ltd.** 06/2022 - 08/2022
(Lucknow, Uttar Pradesh)
HR
My responsibilities as a HR
 - Recruitment and Employee Screening.
 - Company Benefits and Compensation.
 - Performance Evaluation.
 - Employee Relations.
 - Enforcement of Disciplinary Actions.
 - Employee Records.

- Billionaire Soul** 02/2021 - 04/2022
(Noida, Uttar Pradesh)
HR
My responsibilities as a HR
 - Recruit candidates.
 - Documents management .
 - Process payroll.
 - Vendor management
 - Conduct disciplinary actions.
 - Update policies.
 - Maintain employee records.
 - Conduct benefit analysis

Education

- Indian institute of cost and management** Persuing
CMA
- CSJMU** 2019
B.com
- Kendriya Vidyalaya** 2016
Intermediate (Commerce)
- Kendriya Vidyalaya** 2014
High school

Skills

- Communication (Written & Verbal)
- Adaptability
- Creative Thinking
- Result Oriented
- Active Listening
- Negotiation and Delegation

IT Skills

- Microsoft Office (Excel, Word , PPT)
- Tally

Course and Certifications

- Payroll management in Excel and Tally
- Email and Memo's communication
- Microsoft Excel

Interests

- Content Curation
- Social Media Management

Reference

- **Yash Dixit**
Billionaire Soul
Manager
8429252085
- **Akash Verma**
Codexinfra
Web Developer
akashverma9665@gmail.com