

# INDU KASHYAP

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To secure a position of HR Recruiter in human resource management that would entrust me with an opportunity for using my expertise and experience in handling the wide range of HR functions including the hiring and documentation work.

## **PROFESSIONAL SUMMARY:**

- Received **Employee of the Quarter-HR from Xpressbees (Jan-March'23)**
- Received **Appreciation Letter** for excellent performance from Adhaan Solution Pvt Ltd
- Won **1<sup>st</sup> Prize** in **Open house session** from Adhaan solution Pvt. Ltd during my work tenure.
- **Graduation in Bachelor of Art** from **University of Lucknow.**

## **Role & Responsibility:**

- Identifying the hiring needs of the organization.
- Screening resumes, interviewing candidates.
- Joining Formalities for New Hired Employees.
- Responsible for induction of new employees.
- Completing joining formalities.
- Maintain employees personal File.
- Explain employee benefits/company HR policy to new joiners.
- ID cards preparation and distribution.
- Handling employee queries and promoting a positive and productive workplace culture.
- Maintaining accurate and up-to-date HR records and using HR information systems to manage employee data.
- Help in maintaining employee's reimbursement bills.
- Exit management. Follow-up with stakeholder/ exit input processing / reconciliations/ calculation/provisions / recoveries/letter etc.
- Support in F&F settlement activities like Clarence form, exit interview form filling.
- Help in appointment letter and another official letter distribution.
- Salary & attendance management.
- Vendor Coordination and Vendor performance review input preparation.

<b><u>EXPERIENCE:</u></b>		
TENURE	DESIGNATION	COMPANY NAME
May'22- Till Now	HR Executive	Xpressbees
Jun'19- Apr'22	HR Executive	Adhaan Solution Pvt Ltd
Dec'18-May'19	HR RECRUITER	Redex enterprises
Nov'17-Dec'18	HR RECRUITER	Adhaan Solution Pvt Ltd

<b><u>EDUCATIONAL PROFILE:</u></b>		
DEGREE	INSTITUTION/UNIVERSITY	YEAR
B.A	LUCKNOW UNIVERSITY	2012-2014
Senior School (Class 12 <sup>TH</sup> )	LUCKNOW MODERN INTER COLLEGE	2011
Secondary School (Class 10 <sup>TH</sup> )	S.D.PUBLIC HIGH SCHOOL	2009

**PERSONAL DETAILS:**

- **DATE OF BIRTH** : September 02<sup>nd</sup>, 1994
- **LANGUAGES KNOWN** : English & Hindi
- **HOBBIES** : Cooking, Dancing and Modelling
- **Marital Status** : Single

**DECLARATION:**

I, here by, declare that all the information furnished, and the statements made here with are true and correct to the best of my knowledge and belief.

**Indu Kashyap**

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