

# PARUL SRIVASTAV



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## **HIGHEST EDUCATION**

Rameshwaram Institute OF Technology And Management(RITM)

Affiliated to Gautam Budh Technology University

Approved by AICTE) Master Of Business Administration

(HR & IB) (2014)

## **INTERNSHIPS**

Jun 2013 **HDFC Bank**

Jul 2013 Management Trainee Lucknow, Uttar Pradesh  
Recruitment, Selection and Training Process

## **CORPORATE WORK EXPERIENCE:**

Feb 2016 Financial **Consultant**

March 2019 Max Life Insurance

Lucknow, Uttar Pradesh

### **Key Responsibility Area**

- Helping the Manager in recruiting the candidates
- Organizing activities for employee motivation.
- Compiling MIS Report on a day-to- day basis on companies software & communicating the same to the sales manager.
- Documenting reports from all the advisers on behalf of manager.
- Tracking the policies.
- Consulting & conducting a conformance analysis of policy documents.

## **EDUCATIONAL TRAINING**

Professional Certification course of HR Practical Training(HR Generalist & Compliance) from SAC Management India Pvt ltd from 10<sup>th</sup> May to 10<sup>th</sup> July in year 2021.

## **HONORS AND ACTIVITIES**

- Certificate Of Appreciation by Max Life Insurance
- Certificate Of Recognition(Qualified the International Training Convention at Singapore – February 2017) by Max Life Insurance

## **AREA OF INTEREST**

- Human Resource Management/Personnel Management.

## **SUB-AREAS OF INTEREST**

- Recruitment
- Performance & Reward Management
- Talent Acquisition and Selection
- Payroll Processing
- Legal Compliances
- Document Maintenance and Filing.

## **STRENGTHS**

- I am a very detailed-oriented person,I like to complete my work by focusing on required details and I motivate myself in difficult situation.
- I am a hardworking person.I like to complete whatever job is assigned to me with quality and within stipulated time.Apart from this I have a positive attitude.
- An outstanding interpersonal relationship builder.

## **COMPUTER PROFICIENCY**

- MS Word ●●●●
- MS PowerPoint ●●●●
- MS Excel ●●●●

## **HOBBIES**

- Exploring Different Kinds Of Places
- Cooking new recipes mixing flavour and textures
- Mountaineering and Trekking

## **PERSONAL DETAILS**

- **Date of Birth:** 3rd june, 1989
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Languages Know Proficiently to Read, Write & Speak:** English & Hindi

## **DECLARATION**

I declare that the information mentioned here in my resume is correct and complete to the best of my knowledge and nothing has been concealed or distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable for termination without notice or compensation.

**Ms. Parul Srivastav**

**Place: Lucknow, India**