



Ms Pooja Sinha

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Shinecityinfraproject pvt. ltd** 3/2018 - 03/2019
HR Assistant
Responsible for recording all employee information such as personal data, attendance, benefits, compensation, tax data and, holidays. Always displaying the utmost discretion when dealing with any sensitive or personal issues.
Duties:
 - Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
 - Assisted in preparing/issuing employment contracts & induction ceremonies of new employees.
 - Compiling following data about employees: payroll – such as hours worked, taxes, pension contributions & time-sheets while ensuring all employee records are accurate and well maintained.
 - Setting up & updating employee's both manual and electronic personnel records.
 - Involved in performance review, grievance procedures & disciplinary hearings of staff.
 - Reading all correspondence including inquiry letters, job applications and CVs that are sent in whilst assisting with recruitment and selection process.
- **Khwaja Developers** 03/2016 - 09/2016
Public Relation Officer
Responsibilities included:
 - Answered and screened telephone calls in a courteous manner while taking messages with a high degree of accuracy.
 - Managed an active calendar of appointments with clients, filed expense reports, and composed and prepared confidential correspondence.
 - Planned publicity strategies and campaigns.
 - Dealing with enquiries from the prospective clients and related organisations.
 - Organised and attended promotional events such as exhibitions, tours and field visits.

Education

- **Sherwood College Of Management** 2016
MBA (HR & Marketing)
- **Lucknow University** 2014
B. Sc

Skills

- . Good Analytical Ability • Quick Learner • Proactive attitude • Proficiency in English and Hindi • • Good Organizer • Decision making and problem solving skills. • Managing and handling different job responsibilities as and when required.