

# CURRICULUM VITAE

**Name : Shobhna Sahay**

**Date of Birth :** 22<sup>nd</sup> November,1996

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## CAREER OBJECTIVE

- Seeking a challenging career with a progressive organisation that provides an opportunity to enrich my skills and abilities in the field of Human Resource.

## EDUCATION QUALIFICATION

- MBA – HR from Babu Banarasi Das University in 2019 with 75%.
- B.COM – Avadh Girl's Degree College in 2017 with 62%
- Intermediate – Lucknow Public School in 2014 with 55%
- High School – Lucknow Public School in 2012 with 56%

## WORK EXPERIENCE

### Present Working

**Organization :** DURABLE POLYMERS

**Period :** From 1<sup>st</sup> July,2019 till Date

**Designation :** HR Executive

<b>Job Description</b>	<b>Time Office Management:</b> <ul style="list-style-type: none"><li>• Time Keeping- Processing of Biometric Attendance system</li><li>• Leave Management.</li><li>• Coordinating Holiday and Sick Pay.</li><li>• Monthly Salary &amp; Wages Preparation And Calculate Attendance and over time for the software</li><li>• Maintain Employees &amp; Staff Files and Records.</li><li>• Making decisions in the absence of senior HR Executive.</li><li>• Dealing with employee complaints and grievances.</li></ul>
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	<ul style="list-style-type: none"> <li>• Analyze the Quality People and contact them through Phone, Email.</li> <li>• Keeping Bulletin Boards up to date with current information.</li> <li>• Responsible for employee relations.</li> <li>• Grievances Handling.</li> <li>• Organizing events and other activities.</li> <li>• Personal File maintain of staff &amp; Employees , time keeping</li> <li>• Maintains for Advance for deduct the employee monthly wages</li> </ul> <p><b><u>Payroll :</u></b></p> <ul style="list-style-type: none"> <li>• Budgeting &amp; Planning: Timely preparation &amp; submission of budget</li> <li>• Payroll Management: Timely disbursement of wages, Loan , advance, etc &amp; deduction</li> <li>• PF &amp; ESI compliances : Timely submission of Challans and updation of employee details on Govt. Portal</li> <li>• Full &amp; Final : No dues from all heads, preparation and payment</li> <li>• Reports: MIS Report making according to the requirement</li> <li>• Time Management</li> <li>• Coordination with time keepers for timely updation of attendance, Leave, Bonus, etc.</li> <li>• Others miscellaneous work related to time office, payroll, IR, etc.</li> <li>• Earned Leave Encashment, Bonus disbursement, Full and Final Settlement of Employees, Gratuity Payment.</li> </ul> <p><b><u>Industrial Relation :</u></b></p> <ul style="list-style-type: none"> <li>• Preparing various letter Like, Absenteeism notice, Warning Letter.</li> <li>• Gathering intelligence inputs from various stakeholders through informer network and communicating the same to top management, to eliminate any possible sabotage /IR issues.</li> <li>• Respond to all emergency situations as directed by policies, Fire Protection &amp; safety.</li> <li>• To assist management in difficult Industrial Relation situations like; Strike, Gheros and agitation.</li> <li>• Implement disciplinary norms &amp; standards for minimizing violations of rules &amp; regulations.</li> </ul>
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### **Previous Employment**

- Worked as an **INTERN** at **SSAK SOLUTION SERVICES PVT. LTD** in **HR Department** from June 2018 - August 2018 (2 Months)

## SKILLS (TECHNICAL & NON-TECHNICAL)

- Worked on Software- **ON TIME ATTENDANCE, Bitrix24**
- Microsoft Office (**Word, Excel, PowerPoint** )
- Internet Browsing
- Successfully completed soft skill training under **Medha Employability Training Program**

## ADDITIONAL DETAILS

- Gender : Female
- Nationality : Indian
- Language : English, Hindi

### **Declaration:-**

I hereby declare that the above written particulars are true to the best of my knowledge and belief

**Date –**

**Place - Lucknow**

**(SHOBHNA SAHAY)**