

# **PARUL MISHRA**

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To be a part of a growing organization & to work in a highly challenging and motivating environment where I can exploit and enhance my skills in the best possible ways for the organization's benefit.

## **Education**

2016:- M.A.(Public administration), IGNOU

2013:- BSC, Lucknow University, Lucknow.

2010:- 12<sup>th</sup>, Government Girls Inter College, UP Board

2008:- 10<sup>th</sup>, Government Girls Inter College, UP Board

## **Professional Experience**

**Organization** : SPUNK WATER 360 DEGREE

**Designation** : HR Executive

**Job Duration** : September 2021 to Present.

### **Job Description:**

- Designing and implementing recruitment plans for the organization.
- Creating referral programs, and overseeing the company's hiring processes.
- Handling the employee documentation process till on-boarding.
- Gave training to new hires. Analyze employees' performance.
- Maintain records of purchase of chemicals, instrument etc.
- Maintain record for all invoices and bills.
- Clarifying candidate queries about salary and benefits.
- Monitor and resolve day to day issues. If any, by coordinating with different team.
- Releasing the offer letters, appointment letters and employment contracts.
- Effectively handling the entire documentation procedure and maintain the files.
- Resolving exiting employees' queries through Emails and Phone calls.
- Co-ordination of Timesheets data on time for Payroll inputs.

**Organization:** YOG SCIENCE CENTER LUCKNOW

**Designation:** ADMINISTRATOR AND YOGA INSTRUCTOR

**Job Duration:** April 2018 to Jan 2020.

### **Job Description:**

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records on Excel with personnel, financial and other data.
- Submit timely reports and prepare presentations/proposals as assigned
- Monitor fitness levels and requirements of all participants and design classes to suit individual needs. Assist participants to perform all exercises effectively.
- Ensure customer satisfaction and assist in answering all participant queries.

## Personal Information:

Father's Name : - Ram Ji Mishra

Mother's Name : - Kiran Mishra

Date of Birth : - 17<sup>th</sup> Jun 1993

Marital Status : - Single

Residential Address: - 281/277, Mill Road Mawaiyya, Lucknow 226004

Linguistic Abilities : - English, Hindi

Hobbies : - Listen to music, Reading.

Nationality : - Indian

## Games & Other Activities:

- Participated in N.S.S. volunteer from 2010-2012.
- Elected as a Science Representative of N.S.N. PG College in 2012-13.
- Attended the 5-day Gender Training Workshop conducted by Saajhi Duniya.

## Declaration

I hereby declare that my information is true to the best of my knowledge and belief that nothing material has been concealed.

Date:- September/2022

Place: - Lucknow.

**PARUL.**

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