

SMITA SAXENA

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186, Lukerganj, Prayagraj, Uttar Pradesh (India) – 211001

I am a self-motivated, result oriented individual with a proven record of 30 months of experience in public dealing, seeking to work in an organization that allows me an opportunity to implement my practical knowledge, offers continuous challenges and excellent growth prospects as well as enhances my pre-existing skills and grant me opportunities to learn new ones.

EXPERIENCE

April 2023 – PRESENT

Growfast Group Pvt. Ltd. – Lucknow

Assistant Manager – Human Resource

- Handling the payroll, compensation and benefits administration.
- Understanding requirements and deciding on the recruitment strategy.
- Developed and implemented HR data management strategies, ensuring the confidentiality, integrity, and availability of employee information.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Conducting Drives, Walk-ins and personal interviews.
- Responsible for managing employee transfers / relocation to ensure optimum manpower utilization.
- Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees.
- Prepared purchase orders and expense reports.

July 2022 – March 2023

Emerald Interiors Pvt. Ltd. – Lucknow

Human Resource Executive

- Utilized HRIS (Human Resources Information Systems) software to manage employee data, streamline processes, ensuring accurate and timely disbursement of salaries, allowances, and reimbursements.
- Collaborated with legal counsel to draft and revise employment agreements, non-disclosure agreements (NDAs), and non-compete agreements.
- Developed and executed recruitment strategies to attract and retain qualified professionals, including marketing personnel, distributors, and allied staff.
- Liaised with vendors for providing on site services.
- Managed employee relations, addressing employee grievances, conflicts, and disciplinary issues in compliance with organization's policies, labor laws, and fair employment practices.
- Facilitated training and orientation on workplace safety and job-specific tasks
- Collaborated with finance teams to ensure accurate budgeting, forecasting, and cost analysis related to payroll expenses.

January 2020 – August 2021

Auctech IT Solution – Lucknow

Human Resource Assistant (Hybrid)

- Responded to employee inquiries regarding payroll and timekeeping.
- Processed hiring, transfers and terminations.
- Assisted in organizing recruitments.
- Conducted background checks and verify references.
- Collected job requirements and posted job descriptions on sites like Indeed, Naukri.com etc.

EDUCATION

2015

10TH, St. Anthony's Convent Girls Inter College

School Secretary, National Cadet Corps

2017

12TH, St. Anthony's Convent Girls Inter College

School Debate Team, NCC 'B' Certificate

2020

B.COM, ALLAHABAD STATE UNIVERSITY

Batch Representative

2023

M.COM, ALLAHABAD STATE UNIVERSITY

- Specialization in Human Resource

RELEVANT SKILLS

- Composed, innovative and creative.
- Store house of fresh ideas and a keen learner who believes in team work.
- Profound knowledge of Microsoft Office, Tally ERP and other computer applications.
- Elaborative approach as well as analytical attitude.
- Natural ability to profile and develop relationships to maximize potential success.
- Excellent communication and written skills.
- Ability to research on the various topics and present them.
- Ability to provide support to colleague and to maintain good organizational skills.
- Stay updated with the changing job requirement.

PERSONAL DETAILS

Date of Birth : 2nd May, 1999

Gender : Female

Marital Status : Unmarried

Father's Name : Mr. Vijay Kumar Saxena

Languages Known : English and Hindi