

Curriculum – Vitae

KM. AKANKSHA

Place: HARIDWAR

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Objectives: *An energetic, self-motivated, hardworking, trained & qualified Human Resources (HR) Professional having more over 04 years of experienced extended expertise in all aspect of HR having MBA (HR) from H.N.B GARHWAL University.*

Knowledge &Skills:Recruitment Management, Joining& Exit formalities, Payroll & Compensation Management, Employment law, Organization Registration & renewal, Employee Engagement, Manpower Planning, Design Organization Chart, HR Manual/Policy, Employee Performance Appraisals, Employee Job Analysis, Competency mapping, Employee Contracts, Maintained Employee Attrition, Absenteeism, Employee Disciplinary & Grievance, Separation, Training& Development, Handling Committees, HR Indicators, NABH etc.

Experience:-

1. Jaya Maxwell Hospital

Designation: HR EXECUTIVE

Duration:10 Oct 2022 to 01 March 2024

**2. Patanjali Yogpeeth, Delhi- Haridwar National Highway,
Near Bahadarbad, Haridwar-249405 Uttarakhand.**

Designation: HR Assistant

Duration: 21st Sep 2021 to 30
Sept 2022

**3. Working with Senior HR Executive in Park Hospital Group Super Specialty Hospital
Karnal.**

Duration: 10th June 2024 to 10th June 2025.

4. Currently working with Senior HR Executive in FIMS Hospital Sonipat.

Duration: 10th June 2025 to Till date.

Professional Exposure

Recruitment: Responsible for handling the entering hiring Recruitment cycle, End to End Recruitment process and bulk hiring process. Employee requisition process, using different sources of hiring as Transfer, Promotion, Referral Etc

Payroll Management: Salary preparation, Salary break up, Statutory Deductions Verify attendance & Leave processing, Overtime, for timely and ensure accurate processing of the Monthly Payroll according to the schedule, generating pays slips and forwarding to the employee, Compensation & Benefits Payroll Revision. Managed employee queries with regarding deductions, settlement and supporting their requirement.

Employee Separation, Full & Final Settlement: Handling Full & Final Process, No due Certificate, Hand over & Take over Process, Experience Letter, and Relieving letter Exit Interview Etc. Coordinate with Account & Finance Department and handling reliving process.

Manpower Planning: Designing the Manpower Planning, Man power Requisition, Designing Departmental Chart, Analyzing work load, Types of Procedures, No. of Instruments.

Employee Performance: Handling Employee performance process as Monitoring & feedback of employee Performance, Quarterly, Half yearly & annually basis, Identify training needs for an employee through on the job analysis.

Probation / Confirmation of Employee: Handling Employment Process, Feedback of Performance, Probation extension, Confirmation. Issuing letters. Preparation of reports.

Employee's Appraisals: Handling Employee Appraisals, Feedback of Performance for appraisals, Designing appraisal form, coordinate with Deptt. HOD & Maintain data for Appraisal as Monthly, Yearly.

Induction, Orientation, & Formality: Handling new joining process, induction process, about HR policy & Procedures, Responsibilities, verifying documents, updating employee details of new joining, co-ordinate with technical team for official mail creation, maintaining employee personnel data.

Employee Engagement Program: Coordinating with Employee for Festival, National Holidays, Get together activity, Training Activity & Celebrations, and different Assignment.

Training & Development: Designing the Training Program/ schedule as Monthly, Quarterly Training, Departmental Training Program, On the Job Training, Group Training. Training Analysis, Training feedback, Training Evolution, Maintaining employee skill training, Coordination for Fire.

Training coordination for Fellowship program:

- Ensuring hospital internal/External training
- Preparation of monthly training roster, training records
- Preparation of monthly meeting with PPT as star of the month, birth day, etc& their certificates

Duty Rosters - Consultant & DNB (Post Graduate/ Fellow

- Preparation of Consultants PG & Fellow daily (OPD/OT), & monthly duty roster,
- Night duty/ emergency duty roster
- periphery centre duty roster
- Training duty roster

Professional Qualification

MBA (HR) from H.B.G.U University, Srinagar (Garhwal),Uttarakhand (2019-2021).
B.COM from H.B.G.U University, Srinagar (Garhwal),Uttarakhand (2016-2019).

Academic Qualification:-

Intermediate Examination passed from U.P. Board 2016.
High school Examination Passed from U.P. Board 2014.

Computer Proficiency/ skills:

- **Operating system:** Windows 98, XP, ME, Windows 2003 Server.
- **MS Office:** Ms – Word, Ms – Excel, Ms power Point ,Tally.
- **Other:** Networking, Internet.

Personal Details:-

Father Name
Date of Birth

Sh. Dheersingh Saini
20th Dec.1999

Gender	Female
Nationality	Indian
Marital status	Single

Declaration:-I hereby declared that all information provide above is true to the best my knowledge.

(KM.AKANKSHA)