

CURRICULUM-VITAE

POONAM RAWAT

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CAREER OBJECTIVE

To obtain a position that will enable me to use my skills, my experience, educational background and ability to work with people and at the same time learn new things with a commitment towards the growth of my organization.

PROFESSIONAL EXPERIENCE

- ☐ Presently, working in "Velmed Hospital" as "**Sr. Hr Executive**" from October 2021 to till now.
- One year experience as a "**HR Executive**" in Alex Panel Pvt. Ltd. Selaqui (UK) from October 2020 to September 2021.
- Two year experience as a "**HR Executive cum Coordinator**" in **Zircon Technologies pvt ltd** Selaqui (UK) from June 2017 to July 2019.
- Two year experience as a "**HR Executive**" in "**CRG Industries**" Baddi (H.P.) from August 2015 to June 2017.

CURRENT JOB RESPONSIBILITIES

- Actively participation in employee recruitment & final selection.
- Payroll activity & ESI /PF complete cycle.
- Maintain Employees daily attendance record and leave management of employees.
- Increment & promotions (In synchronised with higher management) .
- Organized initial training programme (Induction training) for new joiners.
- JD updation & management.
- Organized to all Departments Training & manage to Training records.
- Preparation of training schedule & Skill matrix of employee.
- Employee relations support to line managers on issues including performance, absence, discipline, grievance, HR policies and procedures, employee development and succession planning.
- Exit formalities like Resignation management, resignation discussion & closing management.
- Actively participate to prepare the HR department's annual budget and and business plan implementing projects accordingly.
- Motivate and evaluate team members to ensure that they have the necessary skill base and that they

are optimally enabled to maximize their potential and contribution to the company.

PROFESSIONALSKILLS

- *Excellent inter personal and communication skillsp.*
- *Highly motivated team player and committed to professionalism.*
- *Demonstration ability to communicate effectively in a team environment.*
- *Good documentation Skills.*
- *Very open to any idea to work on and very determined to complete job on time*
- *Basic Knowledge of MS Word,Excel and Powerpoint.*

PROFESSIONALQUALIFICATION

Name of Exam	Year of Passing	Board/Univer.
<i>MBA</i>	<i>2015</i>	<i>SMU Dehradun (Uttarakhand)</i>
<i>B.A.</i>	<i>2013</i>	<i>HNBGU (srinagar) Uttarakhand</i>
<i>D-Pharmacy</i>	<i>2009</i>	<i>Govt. Polytechnic Gauchar (Chamoli) Uttrakhand</i>
<i>12th</i>	<i>2007</i>	<i>CBSE Board</i>
<i>10th</i>	<i>2004</i>	<i>CBSE Board</i>

PERSONALPROFILE

- ☐ *Husband's Name* *Mr. Amit Kumar*
- ☐ *Date of Birth* *26th June 1989*
- ☐ *Nationality* *Indian*
- ☐ *Category* *General*
- ☐ *Marital Status* *Married*

- ☐ *Language Known* *Hindi & English*
- ☐ *Hobbies* *Listen to Music, Dance*

DECLARATION

I declare that the above information is correct and complete to the best of my knowledge and nothing has been concealed/distorted. If at any time I am found to have concealed /distorted any material information, my appointment shall be liable for termination without notice or compensation.

Date:

Signature:

Place:Dehradun(U.K.)

(POONAM RAWAT)