

Rinki Verma

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To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Academic Record

- Completed **MBA (Human Resources)** in HR from Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore
- **B.B.A. (Foreign Trade)** in 2018 from School Of Commerce, DAVV, secured 7.37 SGPA
- **H.S.C.E** in 2014 from Multipurpose Higher secondary School, Malhar Ashram, Indore, secured 82.6%.
- **S.S.C.E.** in 2012 from High School, Khargone, secured 86.66%.

Currently working as Sr. HR Executive & Auditor in Smt. Jaya Ben Mody Hospital and Sardar Patel Hospital and Heart institute, Ankleshwar Gujarat.

Key Responsibilities as HR :

- Responsible for maintaining all legal documents, employee documents, pay register, attendance register and salary slips.
- Handling and resolving salary queries.
- Provide support and advice to the team on policies and procedure for better growth of employee.
- Audit Staff Salary & Doctors payout, Training Calendar and Vendors analysis.
- Manpower Audit, Handling MOU'S Policies & Procedures, Departments process compliance, Looking over Grooming & Departments processes for smooth flow
- Taking training sessions of staff on various topics such as behavioral etiquettes, grooming, communications
- Responsible for entire HR functions including, recruitment, employee relations, employee job satisfaction and training.
- Passing out all the necessary and important updates and notification to all the staff.
- Conducting interviews, meetings and various extracurricular social activities like festival celebrations, birthdays and annual events.
- Maintaining relations with vendors for proper functioning and payouts.
- Motivate employees through special events, incentive programs and constructive feedback.

Key Responsibilities as Auditor:

- Monitoring the accounting process, finding frequent errors or suspect fraud in relation to accounting procedures and report to senior management.
- Identifying and evaluating where processes are not working as they should and advising on changes to be made.
- Ensuring procedures, policies, legislation and regulations are correctly followed and compiled with.
- Responsible for monthly bills, Vendor negotiation, assist employees with benefit changes, yearly open enrollment.

SUMMER TRAINING

Organization	Maral Overseas Limited, Nimrani Dis.Khargone ..
Responsibilities	Meeting with departmental representative to discuss problems. Work with the hr manager and conducting inductions of new staff. Handling the data of all candidates. Coordinating prospective candidates, interviewing them and administering Offers.
Designation	Hr Assistant.
Duration	15 May to 20 June

Summer Training (online training)

Organization	RJSCMA LTD.
Project	Provides Education To Under Privilege children in 100 cities.
Key Learning's	Research and analysis Lead generation and conversion. Negotiation skills. Customer service. Market Storming.
Duration	3months

Additional Proficiencies

- Computer knowledge: Expert in Basic use of MS-Word and MS Excel.
- Dedication towards work.
- Equal Opportunities Facilitation.
- The ability to motivate people.

Achievements and Co curricular Activities

- NSS Certificate.
- District Topper with 3rd Rank in High School.
- Participated in the event 'NETRITVA VIKAS SHIVIR' With Honorable Shivraj Singh Chouhan.
- Got 1ST Prize In Intra College Sports Competition SPARDHA.
- Worked in organizing committee of SPANDAN 2018.
- Volunteered in SPLASH Job Fair 2017
- Participated in 'YOUNG LEADERS CONCLAVE' Indore.
- Participated in Essay Writing and Poster Making in SRIJAN College Event 2018 and 2019.

Personal Profile

Strength : Team player, Adaptable to the learning environment, Self Motivated,
Hobbies : Playing chess, Dancing, Sketching
Date of Birth : 07/06/1997
Languages known: English, Hindi, Gujarati, Basic french
Permanent Address : B.k.Nagar in front of kendriya vidhyalaya, Khargone
Contact Number : +918966894734.

Declaration

I hereby declare that all the information given by me is true to the best of my knowledge.

Date - 21/09/2023

RINKI VERMA

