Kiran Dudeja

Sr. HR Executive

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Over 2 years of extensive experience in the field of HRM. Experienced in man-power planning, Recruitment & Selections, Joining formalities, Inductions & Orientation, Database Management, Performance Management System, Policies & Procedures, Training & Development, Employee Engagement, Payroll, Appraisals, Retention Planning.



**Employment**

**Sr. HR Executive** [](http://www.pcltechnology.com/index.php)

**PCL Technology**

Gurugram | March 2016 – July 2017

**Current CTC –** 2.8 Lakhs PA

**Responsibilities :**

Talent Acquisition, Selection and Induction
• Coordination with different departments and understanding their requirements, defining job
• positions.
• Resourcing, screening and short listing resumes through various job portals, internal reference
 and head hunting then conducting their personal interviews in coordination with department heads.

 Have handled vendor management.
• Preparing offer letter and following up till the candidate joins the organization.
• Completing the joining formalities and organizing Induction Programme for new joinees.

HR Operations:
• Responsible for drafting various letters like Offer Letter, Appointment Letter, Confirmation Letter, Experience Letter etc & Set Employees JD / KRA’s / KPI.
• Preparing Final settlements, salary, leave management and all employee benefits.
• Prepare Organization Chart (OC)
• Handling Resignation, Exit Interviews & other related matters.

Employee Engagement:
• Understanding employee’ concerns through, counseling and escalate to appropriate levels and ensuring resolution of the concern.
• Infusing motivation and energizing employees through various employee engagement initiatives like: Festive day Celebrations, Birthday Celebration, Sports Day Celebration.

Training & Development
• Identification of training needs and nominating candidates for training.
• Scheduling and arranging training while coordinating with trainers.
• Preparing training material and giving training to the sales team if required in case of
• unavailability of the trainer.

Performance Management System (PMS):
• Performance Management System: 180 degree performance appraisal across the company.
• Evaluation of Employees.
• Confirmation of Employees
• Coordinating for performance appraisal process and annual hike.

Campus Drive :
• Recruited Students from Campus Drives.
• Managing and Co-ordination with colleges.

**HR Executive**

**Appin Security Group**, New Delhi.

March 2015 – September 2015

• Assisting in day to day HR activities
• Recruitment and selection.
• Performance Management
• Payroll Processing
• Joining Formalities
• Documentation /Filing

**Achievements**

* Completed Recruitment drive in a single day.
* Won Singing Competition at State Level.

### Academic Qualification:

**University Campus School 73% CBSE 2009-2010**

10+2 Rohtak

**P.D.M College Of Engg. 65.4% MDU 2010-2014**

B.Tech (CSE) Bahadurgarh

**Amity University 6.6 Amity 2014-2016**

MBA(HR).  Noida

**Hobbies :**

Singing,Swimming,Badminton,Dancing.

**Personal Details :**

**Father’s Name** : Vijay Kumar Dudeja

**D.O.B** : 02/06/1992

**Marital Status** : Single