

YOUR NAME



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Address : Gomti Nagar, Lucknow, Uttar Pradesh 226010

PROFILE SUMMARY

- HR Generalist with above 2 years of experience.
- Manage employee onboarding and exits.
- Handle monthly payroll inputs, address employee queries and grievances.
- Ensure compliance with Indian labour laws and maintain HR documentation.
- Support employee engagement activities.

WORK EXPERIENCE

Senior HR Generalist at Company Name

Jan 2024 to Present

Key work responsibilities:

- Handle end-to-end recruitment processes, including sourcing, screening, interviewing, and selection.
- Manage job postings on job portals like Naukri, LinkedIn, Indeed, etc.
- Coordinate interviews with hiring managers.
- Maintain employee records, HR documents, attendance, and leave management.
- Support payroll management and statutory compliance.
- Responsible for PF and ESI returns submission.
- Assist in performance management processes.
- Address employee queries and grievances.
- Support employee engagement activities
- Manage exit formalities and full & final settlements.

SKILLS

- Payroll management
- Joining formalities
- HR operations
- Grievance handling
- Employee relations
- Labour law compliance
- Grievance handling
- Problem solving
- Onboarding and exit formalities
- HR documentation
- Time management and organisational skills
- Statutory compliance PF, ESI
- MS Excel, Word, and PowerPoint.

EDUCATION

- MBA in Human Resource Management from [College Name] in 2023 with a CGPA of 8.1
- B.Com Computers from [College Name] in 2021 with a CGPA of 8.2

CERTIFICATIONS

LinkedIn: Human Resources: Payroll

PERSONAL INFORMATION

Date of Birth : 20 April 2001
Languages Known : English, Hindi
Hobbies : Reading books, listening to music