

MANYA PURI

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110085

SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS

- MS-Office
- Social media and Brand management
- Website and logos making for brands
- Project Management
- Paperwork Processing
- Talent Management
- Training and Mentoring
- Data Verification
- Human Resources Support
- Benefits Administration
- Project Management
- Payroll Policies and Procedures

EXPERIENCE

ANALYST - HR | 07/2023 to 12/2023

JLL

- Collaborated with departments across the organization to ensure compliance with applicable laws and regulations concerning wages, overtime pay, garnishments.
- Reviewed monthly benefit invoices for accuracy before submitting them for payment.
- Conducted employee performance reviews and implemented corrective actions to increase productivity.
- Identified areas where process improvements could be implemented in order to streamline payroll operations.
- Scheduled meetings with employees to address concerns and grievances.
- Prepared presentations to company executives regarding employee performance and retention trends.
- Managed daily administrative tasks associated with maintaining personnel files in accordance with legal requirements.
- Managed compensation, insurance and vacation days within employee benefits programs.
- Maintained and updated employee payroll records, including new hires, terminations, salary changes, and vacation and sick time.
- Prepared Employee compensation change letters and also generate mass upload of EIB letters via letter tool.

HR INTERN | 05/2022 to 07/2022

RELIANCE

- During Internship I worked under senior HR.
- Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
- Updated internal databases with new employee information, contact details and employment forms.
- Performed administrative tasks such as filing paperwork or entering data into databases.
- Developed reports for HR team members to use during meetings and presentations.
- I have performed tasks such as selecting Candidates for interview, Shortlisting resume according to company needs or qualifications, Salary pending, employees complain, Resources/worker shortage.
- Compiled and updated employee files to document employee actions and information on payroll and benefits actions.

BRAND MANAGEMENT AND SOCIAL MEDIA ACCOUNT HOLDER | 05/2021 to 07/2021

PTE UNIVERSE - Kurukshetra, Haryana

- I connected with 120+ customers for the branding of their IELTS Institution
- I also handled their social media account to increase their productivity.
- Performed daily quality checks to ensure folders were free from defects.
- Collaborated with other departments to ensure smooth functioning of operations.
- Developed online ads and company positioning on social media sites to increase monthly sales.

- Conducted market research to understand students' preferences for the company's products or services.
- Assisted in developing strategies for recruiting student interns and ambassadors for the company's brand.

EDUCATION AND TRAINING

Delhi Technological University

BBA

01/2023

GPA: 8.86

Bal Bharati public school

CBSE(Class XII), 8th position

01/2020

Percentage: 90%

Bal Bharati public school

CBSE(Class X), 18th position

01/2018

Percentage: 75%

POSITIONS OF RESPONSIBILITY

- DISGUISE FASHION SOCIETY (Event Manager)
- ROTARACT SOCIETY (Member of Rotaract)

ACTIVITIES AND HONORS

- Visited several NGO an Dog shelter.
- Done Internship in Fortis hospital in clinical psychology.
- Event Manager in Disguise Society and also a member of Rotaract society.

ACCOMPLISHMENTS

- Received certificate for having 1st division in English,fine arts an geography in class 12th boards as well as in 10th CBSE Boards.

LANGUAGES

Hindi: First Language

English:

 Elementary (A2)

A2