

Bhavika Sood

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Career Objective

To optimally utilize the present skills, expertise and knowledge in the organization so as to enable the organization to achieve its goals and at the same time capture opportunities for constant learning.

Academics

- Completed MBA (H.R and Finance) from Gulzar Group Of Institutes affiliated with PTU JALANDHAR with 8.36 CGPA in 2022.
- Completed B.COM from PANJAB UNIVERSITY, Chandigarh with 66.5% in 2020.
- Completed 12th from Green Grove Public School affiliated with CBSE with 85.4% in 2017.
- Completed 10th from Green Grove Public School affiliated with CBSE with 9.8 CGPA in 2015.

Work Experience

- **HR: Assistant Officer at SEL Manufacturing Co. Ltd. from December 13th, 2022, till date**
 - Conducting the recruitment process and screening of new job applicants.
 - Conduct an initial orientation for newly hired employees.
 - Conducting the joining and exit formalities of the employees
 - Compile and update employee records.
 - Process documentation and prepare reports relating to personnel activities.
 - Handling queries and issues from other departments and units regarding various HR policies.
 - Communicating with all units regarding their HR activities, information, approvals, etc.
 - Attendance and leave management.
 - Managing employee payroll.
 - Other tasks as given by the DGM, Corporate HR.

Projects

- 1 month training in Financial Modeling and Valuation from Internshala.
- HR training done in R.N Gupta & Company Ltd, Doraha .
 - Conducted recruitment process and screening of new job applications in the company.
 - Entering and maintaining record of attendance of employees in ORACLE software.
 - Ensuring complete documentation of newly hired employees.
 - Managing employee payroll and incentives for daily wage laborers.

Extra Curricular Activities

- Organized and Co-ordinated debate competitions in college annual festival 2022.
- Bagged first prize in inter-college Quiz competition ROBOMANIA held in 2021.

Skills

- Basic Computer Skills.
- Attention to Detail.
- Team Management.
- Good Communication Skills.

Personal Details

Date of Birth: 02/02/2000

Languages: English, Hindi, Punjabi

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