

CURRICULUM VITAE

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Career Objective

To be genuinely involve in challenging assignment and to contribute it in all possible way for growth of the organization. Always do the exclusive work for my network and commit myself towards the goals of organization by using my skills with full honesty and devotion.

Work Experience Summary

Total 16 years of rich experience in areas of administration, operations & customer interaction with large organizations like-

YSS Direct Credit (P) Ltd., Agarwal Group of Publications (P) Ltd., OMR India Outsources (P) Ltd, Mahendra Educational (P) Ltd. & Intergold Gems (P) Ltd.(ORRA)

- Positive attitude has the ability to handle difficult situations with ease.
- Consistent performer with strong customer facing experience.
- Keen learner and ability to grasp new technologies, assimilate job requirements and employ new method to achieve organizational target and growth.
- Energetic and self-motivated team player, proven ability to work in team environments.
- Good communication, interpersonal, technical and leadership skills; adaptable & efficient in work situations with changing responsibilities.

Company Name: YSS Direct Credit Pvt. Ltd.
Designation: (Manager, Human Resource and Administration)
Duration: July-2022 to Continue
Location: Noida (UP)

Company Profile

YSS Direct Credit is funding company. Works as financial advisor and provide loans to MSMEs, Pvt.Ltds. Proprietorships and Partner ships companies.

Job Description

- Responsible for whole recruitment cycle.
 - Taking care of Hiring Process, Recruitment Add Posting Online or Newspaper or Social Media, do Aptitude Test, Conducting HR or Final Interviews.
 - Issue Letter of Intent and offer letters and HR Documentation filing HR Internal Activities, Employee Satisfaction Surveys, Work on HRM System, Events and Activities of the Organization.
 - Attendance Compilation and perform some other Administrative task like, attendance monitoring, prepare bill details, leave details monitoring, fulfill the requirements of the staff time to time.
 - Do campus recruitment drives for filling the positions.
 - Manage the man power for different projects.
 - Conduct games and extracurricular activities for the staff.
 - Perform Staff orientations.
 - Taking care payroll system, Appraisals, Performances.
 - Introducing the new joiners to the Organization's functioning, culture and core values. Educating employees on HR policies.
 - Conducting telephonic interview on the basis of their competencies like- skills, interest, qualification and experience.
 - Solving employee queries and issues. Organizing activities in the region to build a healthy working environment. Ensuring timely salary payout to all employees.
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Company Name: Agarwal Group of Publications.
Designation: (Head of Human Resources & Administration Dept.)
Duration: Sept.-2015 to Oct.2021
Location: Agra (UP)

Company Profile

Agrawal Group of Publications conglomerate of 3 companies - Educart (Children Books), Agrawal Publications (Degree Books) and Agrawal Examcart (Competition Books). Schoolcart is another company that provides high quality printing.

Job Description

Being head of Human Resource Dept. managing team of 30-40 in-house staff and Freelance content writers and Proofreaders.

- Responsible for whole recruitment cycle: Hiring for in house and freelance technical and non-technical talent.
- Taking care of Hiring Process, Managing recruitment by job portals, LinkedIn, Facebook etc., do Aptitude Test, Conducting HR or Final Interviews.
- Handle all the Authors, editors hiring cycle (from the posting of job till the agreement preparation).
- Do campus recruitment drives for filling the positions.
- Issue Letter of Intent and offer letters and HR Documentation, filing HR Internal Activities, Employee Satisfaction Surveys, and Work on HRM System, Events and Activities of the Organization.
- Conduct Training session of new hiring.
- Attendance Compilation and perform some other Administrative task like, attendance monitoring, leave details monitoring, fulfill the requirements of the staff time to time.
- Responsible to design and manage company's HR policies.
- Managing payroll and compliances of employees.
- Monthly Salary preparation and distribution.
- Manage the PF and ESIC contribution.
- Manage the Monthly incentives, and yearly bonus to staff members.
- Play the role of complain dep. Head, contact to customer and solve their queries.
- Whole sole in charge of administration office management.
- Direct reporting head of 20-25 people of HR, IT, Admin and Accounts Dept.

Responsibilities as Project Manager:

- Submitting proposals for new contents writers and editorial team.
- Managing the team of 15-25 peopl both (freelance and in-house staff)

- Liaising with publishers, editors and production team- face to face and via phone and email.
 - Manage the man power for different projects.
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Company Name: OMR India outsources (P) Ltd

Designation: (Asst. Manager Human Resources)

Duration: Aug-2013 to Nov-2014

Location: Agra (UP)

Company Profile

IOS represents group of companies with services and solutions focused to bring technology that enables society towards automation and improves to become a knowledge worker.

Job Description

- Responsible for whole recruitment cycle.
 - Taking care of Hiring Process, Recruitment Add Posting Online or Newspaper or Social Media, do Aptitude Test, Conducting HR or Final Interviews.
 - Issue Letter of Intent and offer letters and HR Documentation filing HR Internal Activities, Employee Satisfaction Surveys, Work on HRM System, Events and Activities of the Organization
 - Attendance Compilation and perform some other Administrative task like, attendance monitoring, prepare bill details, leave details monitoring, fulfill the requirements of the staff time to time.
 - Do campus recruitment drives for filling the positions.
 - Manage the man power for different projects.
 - Conduct games and extracurricular activities for the staff.
 - Perform Staff orientations.
 - Updating MIS data, spool reports by use of SAP for updating MIS.
 - Introducing the new joiners to the Organization's functioning,culture and core values. Educating employees on HR policies.
 - Conducting telephonic interview on the basis of their competencies like- skills, interest, qualification and experience.
 - Solving employee queries and issues. Organizing activities in the region to build a healthy working environment. Ensuring timely salary payout to all employees
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Company Name: Mahendra Educational (P) Ltd
Designation: (Branch Head)
Duration: Apr-2011 to May 2013
Location: Agra (UP)

Company Profile

Mahendra Educational Pvt.Ltd. is one of the leading Educational institutions in India, which provides an educational platform for all the people who are preparing for the Government service. They provide the training to candidates for State government & Central Government examinations.

Job Description

- Over all in charge of branch operations at Mahendra Educational Pvt. Ltd. Agra Unit.
- Responsible for all day to day Branch activities.
- Handle the team of 25 to 30 staff members.
- Managing the branch operations and handling the account section.
- Being a Part of Recruitment section by taking interviews and demo.
- Conduct online written test for new appointments.
- Maintain all the monthly Report along with online and manual MIS and DSR and submit to the higher management.
- Maintain all the stock report as office accessories and library stock.
- Accomplishment of new thoughts for achieving the targets as per the goals of the company.
- Operate the Monthly meetings with all the staff members.
- Discuss the issues and give the solution.
- Give all the performance report of Employees to HR department for their yearly appraisal and promotions.
- Organize IBPS (pre recruitment training) at Agra Center.

Company Name: Mahendra Educational (P) Ltd
Designation:- (Career Counselor)
Duration: June 2009 to March-2011
Location: Agra (UP)

Company Profile

Mahendra Educational Pvt.Ltd. is one of the leading Educational institutions in India, which provides an educational platform for all the people who are preparing for the Government service. They provide the training to candidates for State government & Central Government examinations.

Job Description

- Over all in charge of Counseling cell and administration.

- Counsel the visitors regarding the suitable career in government sector as per their qualification and eligibility.
- Make them familiar with the syllabus and recruitment process of government examinations.
- Maintain the weekly schedule for the faculties.
- Maintain all records like – Accounts, Students Feedback and Faculty Feedback.
- Maintain daily manual and online records of Admissions and Enquiries of students.
- Maintain all the monthly Report along with online and manual MIS and DSR and submit to the higher management.
- Maintain all the stock report as office accessories and library stock.
- Keep records of student's data and analyses it.
- Submit report to the higher level management.

Company Name: Intergold Gems (P) Ltd.(ORRA)
Designation : (Sales Executive)
Duration: Sept. 2005 to May 2009
Location: Agra (UP)

Company Profile

Intergold Gems Pvt.Ltd. is the sister concern of World's largest Diamond manufacturing Company Rosy blue which is an international Company based on Antwerp.

Job Description

- Working as sales Executive at retail outlet.
- Take care of all jewelry stock at the floor.
- Introduce our brand & policies as well as various types of offers & schemes to the customer.
- Keep records of customer's data and analyses it.
- Submit report to the higher level management.
- Responsible to complete online and manual MIS and DSR.

Professional Qualification

- MBA with Specialization in **Human Resources& International Business** from Dr.MPS college of Business studies affiliated to **Uttar Pradesh Technical University Lucknow.**

Academic Qualification

- Graduation B.A (Literature & General English) from Agra University in 2005.
- Intermediate from U.P Board in 2002.
- High School from U.P Board in 2000.

Computer skills

Basics:-Ms Word, Ms Excel, Internet.

Strength

- A Highly motivated person with strong belief in teamwork, ability to lead and desire to excel with sincere and consistent efforts.
- Excellent Team Building and Leader Skills.
- Excellent Coordination and Planning Skills.
- Highly Self-motivated and Enthusiastic in taking initiatives.
- Self-confidence and excellent convincing communication skills.

Personal Profile

Date of Birth: 10th Sep 1985,
Father's Name: Mr. N.K Gulwani
Husband's Name: Mr. Jolly Chandwani
Nationality: Indian
Marital status: Married
Gender: Female
Languages known: English, Hindi, Sindhi

I hereby declare that particulars given herein are true and complete to the best of my knowledge and belief.

Date:

Place:

(Kanchan Gulwani)