

CURRICULUM VITAE

ARPITA SAXENA-

12/550 INDIRA NAGAR

Lucknow 226016

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Contact No: (+91) 7905900901

Date of Birth: 12thDEC 1995

CAREER OBJECTIVE-

Seeking the position of a teacher where I can share my knowledge and skills for growth and development of the children.

ACADEMICS -

Course	Institute/School	Marks/CGP A	Boards/University	Year of Passing
PHD	Lucknow University	Pursuing	Lucknow University	Likely to be awarded
M.B.A.	Lucknow University	7.1 CGPA	Lucknow University	2018
B.COM	Lucknow University	75%	Lucknow University	2016
XIIth	CMS	75%	ICS Board	2013
Xth	CMS	82%	ICSE Board	2011

SUMMER INTERNSHIP : Union Bank

- Duration: 1-month.
- Location: Lucknow
- Objectives- To identify the existing and potential customers & appraising there relative strengths and weaknesses in context of the consumer needs. SWOT Analysis of Union Bank , Learnt about union bank products and process involved in it

WORK EXPERIENCE-

College name- Lal Bahadur Shastri Girls College of Management

Duration -(21st Feb2022-1st Feb2023)

Role- Assistant Professor

Responsibility

- Teaching Experience**-Subjective subject of B. Com ,B. Com (H),BBA and BCA
- Invigilation duty**–Performed duty in the college for internal exams.
- Cultural cell**-Head of Cultural department and conducted various cultural events in the college (LBSGCM)

Indusind Bank (20th May 2019- 20th Feb2022)

Role- HR Coordinator

Responsibilities-

- Conducting the joining formalities,
- Onboarding the candidates, creation of appointment letters, completing the documentations, maintaining the hard and soft copies of employee records, assist all internal and external HR related issues, grievance handling.
- Scheduling the interviews, maintaining excels
- Maintaining records of personnel related data in both paper and database
- Generate various monthly MIS reports
- Monitor daily attendance and update leaves in Attendance Management System
- Prepare annexure of salary through coca sheets
- Conduct end-to-end employee life cycle activities including induction & joining formalities, confirmation process, promotion, transfer, changes in reporting manager separation and preparation of relieving letter, termination letter , absconding letters.
- Manage walk-in interviews of all level – junior middle and senior management.
- Manage Recruitment process such as written test and interviews.

Company – Tekshapers Software Solutions

Duration – 7th oct 2018-15th May 2019

Position - IT Recruiter

Responsibility

- Designing and implementing the overall recruiting strategy
- Sourcing and attracting candidates by using databases, Naukari portal.
- Conducting interviews and filtering candidate for open positions.
- Evaluate strengths and weakness of candidates through screening processes.
- Screen candidates resumes and job applications according the respective job description provided by the company / requirements.
- Preparing the database, taking proper follow ups with the candidates. (from the interview day itself , if selected then till the time the candidate joins the company)

Achievements-

- 1) Chancellors Bronze Medal- 2015 for being the best student reading in the Bcom Final Year
- 2) B.Girawar Lal Varshney Gold Medal for scoring 'the highest percentage of marks in Bcom2nd year.

Declaration

"I hereby declare that the information given above is true to the best of my knowledge and belief".

PLACE: Lucknow

SIGNATURE: