

# Priya Kumari

HR Executive

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## PROFESSIONAL SUMMARY

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Dedicated HR Executive with 4+ years of experience in recruitment, onboarding, payroll support, statutory compliance, HRMS management, employee engagement, and performance management. Skilled in IT & Non-IT hiring, PF/ESIC handling, HR documentation, attendance & leave management, and preparing HR letters. Strong experience in conducting inductions, coordinating training programs, supporting KRAs/KPIs, and managing appraisal cycles. Known for excellent communication, teamwork, and smooth coordination. Currently pursuing an MBA in HR.

## CORE COMPETENCIES

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- **HR Operations:** Recruitment, Onboarding, Payroll Inputs, PF/ESIC Compliance, HR Documentation
- **Employee Management:** Engagement Activities, Training Coordination, KRAs/KPIs, Appraisals, Exit Management
- **HRIS & Tools:** Zoho HRMS, Realtime App, Lystlock, Naukri, LinkedIn Recruiter
- **Technical Skills:** MS Excel, MS Word, PowerPoint, Tally ERP9, Google Sheets & Workspace
- **Soft Skills:** Communication, Teamwork, Problem-Solving, Coordination, Time Management, Multitasking

## PROFESSIONAL EXPERIENCE

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- **Positex Pvt. Ltd.** Delhi, India  
*HR Executive* *Jul 2024 – Present*
  - Managed end-to-end recruitment (IT & Non-IT) including job postings, candidate sourcing through LinkedIn, Naukri, Indeed, and referrals, screening, and coordinating HR & technical interviews.
  - Conducted salary negotiations, issued offer letters, and completed onboarding including documentation, induction, orientation, and creation of profiles in Realtime App and Zoho HRMS.
  - Handled statutory compliances such as PF, ESIC, Bonus, and Gratuity while maintaining audit files, statutory registers, and employee records.
  - Managed monthly attendance, leave data, and provided accurate payroll inputs including deductions, overtime, and reimbursements.
  - Coordinated with consultants for PF/ESIC challans, UAN generation, and employee registrations.
  - Organized monthly employee engagement activities, festival events, birthday celebrations, and team-building programs.
  - Supported formulation of KRAs/KPIs, SOPs, and coordinated quarterly and annual appraisal cycles.
  - Organized induction sessions, departmental training, company-level training programs, and maintained training calendars, feedback forms, and evaluation reports.
  - Drafted and updated HR policies and procedures; managed HRMS data and employee master files.
  - Prepared HR letters including offer, appointment, confirmation, warning, appraisal, and relieving letters.
  - Managed internal communication through email circulars, notices, and policy updates.
  - Handled exit processes including exit interviews, handover, clearance, and full & final settlement inputs.
  - Updated exit MIS, prepared attrition reports, and shared insights with management.
- **Plant-Based Wellness Foods Pvt. Ltd.** Gurgaon, India  
*HR Executive* *May 2023 – Feb 2024*
  - Assisted in the end-to-end recruitment cycle including sourcing, screening, shortlisting, and coordinating interviews for multiple departments.
  - Maintained accurate HR databases, employee records, and HR documentation in HRMS systems.
  - Managed onboarding processes including induction planning, documentation verification, and supported exit formalities.
  - Assisted in attendance and leave management, payroll input preparation, and compliance with HR policies.
  - Supported the Senior HR Executive in preparing and verifying monthly payroll sheets, ensuring accuracy in attendance, deductions, and salary calculations.
  - Assisted in preparing appraisal sheets and performance evaluation documents.
  - Drafted and issued confirmation letters, appraisal letters, warning letters, termination letters, and full & final settlement documents.

- **Dhampure Speciality Sugars Pvt. Ltd.**

Haryana, India

*HR & Admin Executive*

*Dec 2020 – Mar 2023*

- Assisted in the complete employee lifecycle including recruitment, onboarding, engagement, and offboarding.
- Maintained and updated HR records, contracts, and employee documentation.
- Assisted in creating and implementing HR policies, procedures, and best practices.
- Coordinated with department heads on performance reviews and employee development initiatives.
- Supported payroll processing and attendance management.
- Handled employee inquiries and provided timely HR support.
- Organized team engagement activities and promoted a positive work culture.
- Contributed to HR reporting, analytics, and process improvement initiatives.
- Managed executive tasks such as travel bookings, calendar management, and meeting schedules.
- Maintained audit-ready employee files and compliance documentation.
- Managed company LinkedIn page, website content, and job posting approvals.

## EDUCATION

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- **DCRUST University**

Murthal, Haryana

*MBA – Human Resources*

*2023 – 2025*

- **MDU University**

Haryana

*B.Com (Hons.)*

*2017 – 2019*

## CERTIFICATIONS

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- Accounts Executive Internship – CA Ankit Associate
- Tally ERP9 / Excel Diploma
- HR & Business Administration Certification
- 6-Month HR Assistant Internship