

TRIPTI AZAD

About 12 Yrs of Exp | HR & Admin



CONTACT INFO

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PERSONAL DETAILS

Date of Birth : 19.11.1987
Nationality : Indian
Language : English & Hindi
Hobbies : Travelling

CAREER INTEREST

- Human Resource
- Administration
- Training Administration
- Skill Management
- Resource Management

STRENGTHS & SKILLS

- Presentation Skills
- Interpersonal skills
- Quick learner
- Easily adaptable
- DCAWD & DFA

PROFESSIONAL PROFILE

I am a HR & admin professional with diversified organizational experience. Excelling through competitive environment, in pursuance of a challenging role which can make me worth for the role.

WORK EXPERIENCE

Human Resource & Admin Manager

SHAKTIOLEVIN GRANULES PVT LTD | JAN 2021 - PRESENT

- Responsible for planning and achieving organizational objectives.
- Assigning the right resources to the right project.
- Training and development new employees.
- Design workplace policies to reduce conflicts and improve employee productivity.
- Examining employee performance records.
- Making Monthly Salary, Conveyance, and Full & Final of the employees.

Human Resource Manager

HERBAL JEEVAN INDIA LLP | OCT 2018 - NOV 2020

- Preparing and maintaining employment records.
- Responsible for Hiring process and Induction processes.
- Policy formation in consultation with top management.
- Employee grievance addressable and resolution.

Administrative Assistance

ABBOTT INDIA LIMITED (VIA: TEAMLEASE) | JUN 2017 - OCT 2018

- Vendor management for office supplies
- Cross team coordination to provide adequate facilities.
- Managing external agencies ex. Maintenance team, facility team etc.
- Assisting the Administration head for given assignments.

Manager

KTL PVT LTD (MARUTI SUZUKI) | JAN 2011 - APR 2017

- Skill Development Training
- Liaison with Government Departments for PMKVY.
- Business development activities
- To provide all administrative support for smooth operation

EDUCATIONAL HISTORY

M.B.A. (Human Resource & Finance)

Sherwood College of Management

Year of Passing: 2010

Percentage of Marks: 71 %