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|  | **MEHA NEGI**  MIS COORDINATOR AND HR GENERALIST |
| **OBJECTIVE**  To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.  **CONTACT**  **PHONE:**  7753917445  **EMAIL:**  [negimeha@gmail.com](mailto:negimeha@gmail.com)  **HOBBIES**   1. Travelling and exploring new places. 2. Dancing 3. Watching Web Series 4. Cooking | **EDUCATION**  **Swami Vivekanand Subharti University Meerut**  Completed Masters in Business Administration (HR).  **Lucknow University**  Completed Graduation (B.Com) in 2018.  **Rani Laxmi Bai Memorial Senior Secondary School**  Completed Intermediate from Commerce with 91.4% in 2015.  **Rani Laxmi Bai Memorial Senior Secondary School**  Completed Highschool with 83.6% in 2013.  **WORK EXPERIENCE**  **The Times Group**   * **MIS COORDINATOR**   From 08-Oct-2018 to Present   1. Served as a liaison between management and client. 2. Data Maintaining. 3. Handling all the operation and daily assigned tasks. 4. Coordinates the administration, maintenance, and training associated with the mainframe database management system. 5. Develop and maintain system plan including operational requirements, budget requirements and schedules.  * **HR GENERALIST**   1. Employee Relationship Management.   2. Regulatory compliance and reporting.   3. Assisting in talent acquisition and recruitment processes.   4. Conduct employee on-boarding and help in organizing training and development initiatives.   5. Provide support to employees in various HR related topics such as leaves and compensation and resolve any issues that may arise.   6. Maintain employee files and records in digital and paper form. |

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| **SKILLS**   1. Good Communication 2. Team Building 3. Quick Decision Making 4. Time Management 5. Advanced MS Office 6. Leadership 7. Management |
| **CERTIFICATIONS**  1. Certified in Microsoft Excel from Beginners to Advanced from UDEMY.  **ACHIEVEMENTS AND AWARDS**   1. NCC “C CERTIFICATE” with “ALPHA” Grade 2. EX- Senior Under Officer in 64 UP Battalion at National Cadet Corps.   **PERSONAL DOSSIER**   * Father’s Name: Mr. Birendra Singh Negi * Mother’s Name: Mrs. Beena Negi * Date of Birth: August 17, 1998 * Marital Status: Single * Language Proficiency: English and Hindi * Nationality: India |