

LEEZA NANDA

OBJECTIVE: Looking for a challenging atmosphere which will provide me the opportunity to learn and grow; to work for the organizational development; where my people management skills, creativity, positive attitude, and responsibility could be utilized. This will allow me to significantly contribute to your mission as well as develop my career as a Human Resource Executive.

RELEVANT EXPERIENCE: I have got 4 years of experience in Administration and human resource management. Currently engaged as the Head of Administration in a prominent pre-school of Bengaluru, engaged in end to end operational monitoring, logistics handling, driving admissions, infrastructure upkeep and maintenance, events organization, etc.

Have been actively involved in the management of employee life cycle of both direct and contract-based employees, employee relations management, resource allocation and management and employee engagement activities. Also actively involved in recruitment support, payroll processing, and grievance handling.

PROFILE SUMMARY:

1. COMPANY/CLIENT: FOX CLUB	Fox Club Preschool, Daycare, and After School	DURATION: FEB 2025 – Till date
Designation – Head of Administration		
<u>About the Company: -</u> Fox Club is an organization based out of Bengaluru, engaged in Pre-School, Daycare, and after school activities aimed at fostering holistic child development, emphasizing motor, sensory, cultural, and social skills to foster well-rounded growth of toddlers and kids. Role Description 1. Oversight of daily end-to-end operations of the organization. 2. Monitoring children's security and well-being through their day in the school. 3. Maintaining teacher and staff attendance and monitoring of daily activities. 4. Attending to enquiries from parents intending to enroll their kids in the school. 5. Procurement, handling, and tracking of material and logistics related to the functioning of the school. 6. Maintenance of school infrastructure and organizational decorum. 7. Handling of daily expenditures and reporting of finances to the senior management. 8. Planning and execution of theme-based events for children during festivals and other important occasions. 9. Facilitation of admissions and tracking thereof. 10. Handling of grievances from parents and other stakeholders of the organization. 11. Policy formulation support and monitoring compliance to industry standards. 12. Recruitment Support a. Assisting the HR manager with end-to-end recruitment processes. b. Coordinating background check process. c. Employee orientation activities. 13. Competition analysis and profiling 14. Vendor Management 15. Employee Engagement a. Organization of Recreational activities b. Employee satisfaction monitoring c. Attrition management.		

2. COMPANY/CLIENT: VIDEOCON D2H	BHARAT BUSINESS CHANNEL LIMITED	DURATION: JUN 2009 – MAY 2012
Designation –Executive Human Resource		
<u>About the Company: -</u>		
Videocon was a renowned consumer electronics company in India under the umbrella of Videocon, Bharat Business Channel Limited. Videocon D2H was a DTH broadcasting service of the organization. In order to cater to their vast customer base, the company employed the services of broadcast engineers, radio frequency engineers, IT support executive, customer care executives, Finance support executives, Employee Support Executives, etc.		
<u>Role Description</u>		
1. Management of Employee Life-Cycle a. Recruitment and On-boarding b. Co-ordination for salary and F&F processing c. Respond to employee queries and grievances d. Co-ordination for and issuance of transfer, confirmation, promotion and other letters. e. Employee ID creation, Asset allocation, ID card allocation, and appointment letter issuance. f. Attendance and Leave Management. 2. Employee Engagement a. Recreational activities organization b. Employee satisfaction monitoring c. Attrition management. 3. Policy formulation support, ensuring policy adherence and statutory compliance. 4. Recruitment Support a. Assisting the HR manager with end-to-end recruitment processes. b. Coordinating background check process. c. Employee orientation activities.		

PROFESSIONAL INTERNSHIP:

Underwent a 2-months internship in LG Electronics Pvt. Ltd.

Subject of internship: Employee Engagement Practice in LGEIL (LG Electronics India Ltd.). Involved in employee satisfaction survey of the company and provided the management with the relevant reports on the same.

TECHNICAL SKILL SET:

Operating Systems: MS-Windows

Business Applications: MS-Excel, MS-PowerPoint, MS-Word

EDUCATIONAL QUALIFICATIONS:

EXAMINATION	BOARD\UNIVERSITY\COLLEGE	YEAR
Master of Business Administration in Human Resources.	Biju Pattanaik University of Technology\ IBCS Bhubaneswar	2006- 2008
BA / Sociology (Hons)	UTKAL UNIVERSITY\ Rajdhani College. Bhubaneswar	2002-2005
+2 Arts	Council of Higher Secondary Education,, Bhubaneswar / R.D Women's College, Bhubaneswar	2000-2002
Matriculation	Board of Secondary Education, Orissa	1990-2000

PERSONAL PROFILE:

Husband's Name: Mr. Manabendra Tripathy

Father's Name: Dr. Kishori Mohan Nanda

Date of Birth: 25-May-1985

Current Address:

Flat No 609,
Confident Antlia 1 Apartments
Atibele Main Road
Sarjapura, Bengaluru
Karnataka, PIN -562125

Interests and Hobbies: Socialization, Music and dance.

Languages Known: English, Hindi, Oriya, and Bengali.

Undertaking: The above mentioned statements and statistics are true to the best of my knowledge and belief.

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Place: Bengaluru

Date: