

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 5 years of experience in human resource management. 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: Self Employed	FREELANCER	DURATION: JUN 2014 – TILL DATE
Designation –Freelance Recruiter		
Currently engaged in home based freelance recruitment support for professional staffing consultants.		
Role Description 1. Candidate contact and screening 2. Salary negotiation 3. Co-ordination of background check processes		

2. COMPANY/CLIENT: VIDEOCON D2H	BHARAT BUSINESS CHANNEL LIMITED	DURATION: JUN 2009 – MAY 2012
No. of Employees - 700 Designation –Executive Human Resource		
About the Company: - Videocon is a renowned consumer electronics company in India established long back. Under the umbrella of Videocon, Bharat Business Channel Limited has launched a DTH broadcasting service under the name of Videocon D2H, which is on the path of becoming one of the most competitive DTH service providers in the country. In order to provide the necessary services D2H employs the services of broadcast engineers, radio frequency engineers, IT support executive, customer care executives etc, Finance support executives, Employee Support Executives, etc.		

Role Description

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

Permanent Address:

Plot No 126, Mahanadi Vihar
P.O. Nayabazar, Cuttack,
Orissa - PIN-753004
Phone: 0671-2441880

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.

LEEZA NANDA

Place: Bengaluru

Date: