

Rashmi Rajawat

Aspiring HR Manager

CONTACT INFORMATION

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Current Location
Govindpuri, Gwalior (M.P.)

SOFT SKILLS

- Good Team Player
- Attention to details
- Problem Solving
- Communication
- Innovative
- Goal Oriented

HARD SKILLS

- Compensation and Benefits
- Employee Relations
- Maintaining confidentiality
- Conflict resolution

CAREER OBJECTIVE

Goal-driven professional with an ongoing MBA in HR Management. Fully familiar with various phases of the payroll, from leave management to salary processing. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures

WORK EXPERIENCE

Tele Caller, Customer Support

Reliance Jio

[2020 -2022]

- Developed and maintained positive relationships with customers while providing excellent customer service.
- Maintained up-to-date records of customer conversations and follow-up activities.
- Utilized different methods for cold calling, including the use of scripts and databases.

Payroll Manager - Internship

Mondelez India Food Pvt. Ltd., Gwalior

[Feb'24 - Mar'24]

- Leave management of all the employees.
- Managing HR Records, related to compensation, Incentives etc
- Preparation of the monthly payroll
- Recording and monitoring the attendance to ensure employee punctuality

EXTRA CURRICULARS

- Student coordinator for annual fest of management department of Jiwaji University, Gwalior.
- Managed seminars and guest lectures in the management department of the university.
- Participated in group dance competitions in the annual fest of the university.

EDUCATION

Master of Business Administration (MBA - Human Resources)

2022-2024

Jiwaji University, Gwalior, India

D.El.Ed

Jiwaji University, Gwalior, India