

## Binita Dixit

Curriculum Vitae, 2023

Highly efficient & effective HR & Admin representative with 4.2 years of experience seeking to increase employee better position in HR & Admin.

### Personal Info:-

Contact:- 9428328426

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in :- binita-dixit-bb2299167

### Hard Skills :-

Recruitment

On Boarding

Employee Relation

Time Office

Administrative & Welfare

Training & Development

Contract Labor Management

### Education Details: -

MBA – HR

BBA – HR

HSC

SSC

### Experiences :-

17<sup>th</sup> June till date.

#### Sr. HR Executive – AMCOR Flexibles India Pvt. Ltd.

- Handling Employee Life Cycle ( From On Boarding – HR Orinetation – Probation Review – Issuing Confirmation – Employee Transfer – Salary Revision – Exit Formalities - Relieving Process )
- Taking care of Time & Attendance & Overall Payroll System
- Handling day to day employee Grievances & other Operation.
- Maintaining MIS, Employee personal file and other Head count reports.
- Handling Mediclaim endorsement & deletion & annual renewal process.
- Maintaining statutory compliances.
- Taking care of employee engagement & Town Hall activities.
- Taking care of Travel desk & Visitor management.
- Maintaining HR Budgeting files for further cost saving.
- Invoice processing & facilitates management.
- Ensuring proper Housekeeping, Horticulture maintenance including canteen & Pantry stock management. & Stationery stock management.
- Providing training related to personal Hygiene, PPE's & other activities. role & timely processing of their Invoices.
- Responsible for carrying out employee's engagement activities.
- Issuing & Raising PR.
- Ensuring daily checklist for Admin related activities.
- Taking care of employee welfare related activities.
- Providing Induction to new joinees
- Issuance of Stationery services & other network connections.
- Issuance of CUG Sim for new Joinees.

Administrative Assistant – LANXESS India Private Limited	(21 <sup>st</sup> June to 17 <sup>th</sup> June'23 )
<ul style="list-style-type: none"> <li>➤ Responsible for providing Admin Induction to the new Joinee.</li> <li>➤ Enrolling &amp; issuing punch cards &amp; records into CMS for monthly canteen deduction data.</li> <li>➤ Providing various training related to canteen &amp; exigencies.</li> <li>➤ Ensuring canteen staff vaccination.</li> <li>➤ Ensuring food quality &amp; maintenance for the same.</li> <li>➤ Handling Employee engagement activities.</li> <li>➤ Drafting &amp; communicating MOM for various Committee meetings.</li> <li>➤ Maintain admin related MIS.</li> <li>➤ Facilitating services for various BU's &amp; group functions, housekeeping &amp; office support services.</li> <li>➤ Responsible for maintaining compliance records for canteen.</li> <li>➤ Assessment &amp; Invoice processing of manpower Invoices.</li> <li>➤ Management of courier services &amp; office events.</li> <li>➤ Guest Management &amp; Travel Desk</li> <li>➤ Issuance of Stationery services &amp; other network connections.</li> <li>➤ Generating purchase requisition &amp; issuing PO for admin activities via SAP system.</li> <li>➤ Issuing work permits related to administrative activities.</li> <li>➤ Handled &amp; played supportive role for Family Day event of LANXESS.</li> </ul> <p><b>HR - Trainee – LANXESS India Private Limited</b></p> <ul style="list-style-type: none"> <li>➤ Having experience in handling HR Generalist profile.</li> <li>➤ Coordinating End-to-End recruitment process.</li> <li>➤ Taking care of on boarding process for new joinee</li> <li>➤ Coordinating in arranging compliance audit of contractor</li> <li>➤ Reimbursement for Interviewing candidate's bills.</li> <li>➤ Drafting MOM for points addressed in Town Hall.</li> <li>➤ Coordinating in maintaining Punch records data of Time Office.</li> </ul>	

Jr. HR & Admin Executive – ROXUL-ROCKWOOL Insulation India Private Limited	(18 <sup>th</sup> March'2020 to 10 <sup>th</sup> June'22)
<p><b><u>Recruitment</u></b></p> <p>Responsible for managing end-to-end recruitment.</p> <p>Sourcing candidates through job portals, internal referral, consultant &amp; in house database.</p> <p>Scheduling personal Interview for shortlisted candidates, notify them after final selection</p> <p>Issuance of offer letter &amp; appointment letter for the same.</p> <p><b><u>Training &amp; Development</u></b></p> <p>Identifying training needs</p> <p>Preparing training calendar based on identified training needs received from various functional department.</p> <p>Co-ordination in receiving nominations for external programs from various functions.</p> <p>Training faculty assessment &amp; training feedback from participants.</p> <p>Maintain training SOP's.</p> <p><b><u>Admin &amp; Welfare</u></b></p> <p>Taking care of transportation, canteen, courier services, including monitoring of housekeeping, gardening, Security &amp; stationery material maintaining records for the same.</p> <p>Guest management &amp; issuance of SIM connections,</p> <p>Maintenance of basic amenities like drinking water, common toilet's changing room&amp; lockers gift distribution for Diwali.</p> <p>Organize birthday celebration of employee every month, various games, virtual training webinars &amp; townhall, celebrating festivals occasion.</p> <p><b><u>Contract Labor Management</u></b></p> <p>Conducting monthly compliance review meeting after audit completion every month.</p> <p>Ensuring filing &amp; maintenance of all statutory records register by contractors under various acts, verify contractor manpower invoices process after receiving fully compliance report.</p> <p><b><u>Other working Activities: -</u></b></p> <p>Responsible for maintaining Medclaim like GPA, GMC &amp; GTL Medclaim expenses of employees, timely intimationsto insurance company.</p> <p>Responsible for maintaining Covid SOP's compliance records &amp; regular intimation &amp; visits to governmentoffices.</p> <p>Preparing Input data for attendance salary cycle, maintaining leave records for the same.</p> <p>Grievance Handling.</p> <p>I hereby declare mentioned information stated is as per my knowledge is true.</p> <p><b>Thanking You,</b></p> <p><b>Yours's Sincerely</b></p>	