

# VAISHALI CHAUDHARY

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## SUMMARY

Dynamic and results-driven HR Executive with 5 years of experience specializing in recruitment, payroll, and compliances. Proven track record in enhancing organizational efficiency through effective HR strategies, ensuring legal compliance, and optimizing recruitment processes. Adept at fostering positive work environments and maintaining strong employee relations.

## WORK EXPERIENCE

<b>Super Shine Services Pvt. Ltd. (HR Executive)</b>	<b>Feb 2022- Present</b>
<ul style="list-style-type: none"><li>• Handling Screening process and recruitment</li><li>• Updating database with data of new employee, generating pf and esic of new employee</li><li>• Handling payroll, updating monthly PF/ESIC challan and other statutory compliances.</li></ul>	
<b>Gayatri Herbals (HR Officer)</b>	<b>Sep 2019-Feb 2022</b>
<ul style="list-style-type: none"><li>• Handling attendances, managing employees leaves and salary processing.</li><li>• Also worked on generating P.O. taking quotations and all purchase related work</li><li>• Helped in maintain accounts</li></ul>	

## EDUCATION

<b>Masters in Business Management</b> Uttarakhand Technical University	<b>Aug 2017 - June 2019</b> 74%
<b>Post Graduate Diploma in Computer Application</b> M.C.N.U.J.C.	<b>July 2014 - June 2015</b> 77%
<b>Bachelor of Commerce</b> H.N.B.G.U.	<b>July 2011 - June 2014</b> 60%
<b>Senior Secondary School</b> H.G.P.S	<b>April 2010 - March 2011</b> 67%
<b>Secondary School</b> H.G.P.S	<b>April 2008 - March 2009</b> 77%

## ADDITIONAL INFORMATION

- **Technical Skills:** Recruitment, Payroll Management, Database Management, Grievance Handling, Statutory Compliances.
- **Languages:** English, Hindi