

**Meenushree Ranawat**

**DOB:** 25<sup>th</sup> Mar 1995

**Contact:** +91 - 7898826162

**Email:** meenushreeranawat@gmail.com

### Career Objective:

To work in an organisation where I can utilize my experience, knowledge, skills, abilities and aiming to derive maximum output and fulfil the needs, goals, vision and mission of the organisation.

### Academic Qualifications:

Examination	College	Board/University	Year	Percentage
MBA	Prestige Institute of Management & Research, Indore	DAVV	2018	79
B.COM	Vikram University	Vikram University	2016	71
XII	Dashpur Vidyalaya	CBSE	2013	52
X	Dashpur Vidyalaya	M.P. Board	2011	75

### Professional Experience:

- **Organization:** Mandsaur University
- **Present Designation:** Manager HR
- **Working form :** 8<sup>th</sup> Oct 2018 – till date
- **Job Description:**
  - Understanding the requirements and posting the job requirement accordingly on the job portals.
  - Screening of the resumes, application forms.
  - Initial screening
  - After shortlisting, calling them for Personal Interview.
  - Schedule the Personal Interview handle complete recruitment process.
  - Salary negotiation.
  - Minutes of Meeting, drafting & finalization.
  - Onboarding process, all joining formalities and documentation requirements within stipulated timelines Miscellaneous.
  - Attendance Process.
  - Payroll, preparing the salary of the staff.
  - Maintaining and updating internal database.
  - Reports collection from department and maintain records of the reports.
  - Preparing & presenting monthly reports.
  - Resolving employee grievances in a prompt manner to develop the faith in employee towards the management.
  - Off boarding process.
  - Get the no dues and generate the experience and relieving certificate.
  - Exit interview and final settlement.
  - Appoint the employee within the time period of any staff leaves organization for the smooth function of the department.

- ESIC and PF documentation and other process.
- Meetings scheduling & assisting in higher level meetings like Board of Management & Board of Governors.
- Direct reporting to the Chairman, Executive chairman, Dean.
- HR compliances.

### Summer Internship Program:

- **Organization:** Ripples Advisory Pvt. Ltd. **Duration:** 45 days
- **Job Description:** Quality Auditor

### Professional Skills:

- Talent Acquisition Specialist
- Manpower Planning
- On boarding
- Retention
- Recruitment
- Performance Management
- Proficiency in Microsoft Office
- Advance function of Excel
- Tally ERP.9

### Certificates:

- Preparing to Manage Human Resources
- Advance Excel
- Tally ERP.9

### Strengths:

- Quick learner
- Dedicated to work
- Honest and smart working
- Complete work with-in time limit
- Ability to multitask
- Ability to adapt new environment

### Co-Curricular activities:

- Participated in entrepreneurship awareness drive organised by entrepreneurship cell IIT Kharagpur.
- Attended two days international conference on Developing competencies & skills for global competitiveness.
- Participated in two days Excel workshop.
- Represent Madhya Pradesh at state level in hockey.

## Hobbies and Interests:

- Listening music
- Playing outdoor games
- Gardening

## Personal Information

- **Name:** Ms. Meenushree Ranawat
- **Father's Name:** Mr. Rajendra Singh Ranawat
- **Language Known:** English and Hindi
- **Marital Status:** Unmarried
- **Date of Birth:** 25<sup>th</sup> Mar 1995
- **Contact No.:** 78988-26162
- **Email id:** [meenushreeranawat@gmail.com](mailto:meenushreeranawat@gmail.com)
- **Permanent Address:** B-16, Bapu Nagar, Near Sanjeet Naka, Mandsaur, (M.P.).
- **Correspondent Address:** Opposite to Radisson Hotel, Marathahalli, Bangalore, (Karnataka).

**Meenushree Ranawat**