



# REENA CHAUHAN

## SENIOR HUMAN RESOURCE EXECUTIVE

### ABOUT ME

I am Senior HR Executive, i am interested in working for stable company that will encourage my growth and development to be the most efficient and effective employee i can possibly be.

### GET IN CONTACT

- +91-9990148912
- simplyreenac@gmail.com
- 15- New Suryanarayan Society Part-1, Nr. Someshwar Mahadev Mandir, Karmachari Nagar Road, Ghatlodia-380061

### AREAS OF EXPOSURE

- HR policy execution
- Onboarding
- Training & Development
- Manpower planning
- Recruitment
- Payroll Management
- Compliance
- Employee relation/welfare
- General Administration
- Performance management
- Compensation & Benefit
- MIS reports
- Designed flyers for recruitment, Events, festival celebration etc.

### PERSONAL DETAILS

- Gender-Female
- Nationality- Indian
- Marital Status- Married
- DOB- 20th October 1991
- Languages- English, Hindi & Gujarati

### COURSE

- Tally
- DCA

### EDUCATION HISTORY

- Dr. A.P.J. Abdul Kalam Technical University (KCC INSTITUTE OF TECHNOLOGY & MANAGEMENT)  
Master Degree in Business Administration- HR (2013-2015)
- Babasaheb Bhimrao Ambedkar Bihar University (Mahant Darshan Das Mahila College - MDDM)  
Bachelor Degree in Business Administration (2009-2012)

### WORK EXPERIENCE

- **SR. HR EXECUTIVE**  
D. R. AGRAWAL INFRACON PVT. LTD. (Dec 2021 - Present)
- **SR. HR EXECUTIVE**  
I-SOURCING TECHNOLOGIES PVT. LTD. (Oct 2020 - Dec 2021)
- **SR. HR EXECUTIVE**  
CVG SECURITY SOLUTIONS PVT. LTD. (Oct 2019- Jun 2020)
- **HR GENERALIST**  
AVANCER LABS PVT. LTD.(Mar 2017- Oct 2019)
- **HR EXECUTIVE**  
INTEGRATED ASSETS SOLUTIONS PVT. LTD. (Apr 2016 - Jan 2017)

### OTHER SKILLS

- MS office
- Familiars with Software
  - 1) Pay time (Biometric punching & attendance management)
  - 2) SANeforce (Salesforce reports)
  - 3) ERP HR expert, Emgage (HRMS. HRMS & Payroll management)
  - 4) Canva, Postermymwall, etc. (flyer for recruitment, Events, etc)

### AWARDS

- Won the seminar presentation at an intra-college level
- Won the volunteered for the social cause help age India.
- Won the cricket match at an Intra School level