

**Monika Pundir**

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## Career Objective

A dedicated HR professional with extensive experience in administration and management. Seeking to leverage my skills in HR operations, employee relations, and talent acquisition to contribute to organizational growth and success.

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## Key Strengths

- Strong leadership and decision-making skills
  - Excellent analytical and problem-solving abilities
  - Ability to multitask and manage high-pressure situations
  - Proficiency in various HR software and administrative tools
  - Effective communication and interpersonal skills
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## Technical Skills

- **HR Software:** KREST Salary Software, Busy Software, Jewel Bazar Software
  - **General Software:** MS Office Suite
  - **Creative Tools:** Video Editing (Edius, Adobe Premiere Pro CS6, FCP7)
  - **Social Media Management:** Basic Social Media Optimization
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## Professional Experience

### HR Manager | SSL Realty (*Present*)

- Overseeing HR functions including recruitment, payroll, and employee engagement.
- Implementing policies to enhance workplace efficiency and productivity.

### HR/Admin Manager | Sunanda Greentech Pvt Ltd (*April 2023 - March 2024*)

- Managed HR operations including payroll, attendance, and employee relations.
- Organized training programs and on-boarding processes for new hires.

### Admin cum HR Manager | P.P. Jewellers (*Oct 2021 - April 2023*)

- Supervised administrative and HR functions to streamline operations.
- Handled recruitment and performance evaluation procedures.

### **Back-Office Manager | Den Saya Network Pvt. Ltd. (May 2020 - Sep 2021)**

- Managed back-office operations and vendor coordination.
- Handled financial records and office administration.

### **Admin & HR Executive | Mohali International Airport (Saptagiri Pvt. Ltd.) (March 2019 - March 2020)**

- Managed HR tasks related to hiring, on-boarding, and compliance.
- Coordinated food department operations and staff management.

### **Admin Manager | Jai Hind Wedding Planner Pvt. Ltd. (Sep 2016 - March 2019)**

- Oversaw event planning, vendor management, and team coordination.
- Ensured smooth execution of high-profile wedding events.

### **News Reader | Den Saya Channel Network Pvt. Ltd. (1 Year)**

- Hosted news segments and engaged in media communication.

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## **Core HR & Administrative Competencies**

- **General Administration:** Office management, data entry, bookkeeping, event coordination.
- **Compensation & Benefits:** Payroll processing, performance appraisal coordination.
- **Talent Acquisition:** Recruitment, job postings, offer letter issuance, database management.
- **Employee Engagement:** Grievance handling, induction sessions, employee relations.
- **Time & Attendance Management:** HRIS management, leave tracking, record keeping.

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## **Education & Certifications**

- **Pursuing MBA**
- **B.A. in Mass Communication & Media Technology** | KUK University
- **Senior Secondary & Intermediate** | Haryana Board
- **Diploma in Computers (15 Months)**

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## **Personal Details**

- **Date of Birth:** 13th March 1991
- **Languages Known:** Hindi, English
- **Marital Status:** Unmarried

**Date:**  
Monika Pundir