



**Shristi Thakur**  
HR Generalist

## Profile

After completion of HR Generalist Training from ASAHR Management ( Delhi NCR) I have learnt about HR statutory compliances, recruitment, onboarding, employee hiring, HR records, payroll, salary Breakup , Attendance, Leave Policy, Training and Development, Employee Relations, General Administration and Labour Laws .

Pursuing Integrated HR Generalist Learning Management Training from PACE CAREER ACAMEDY, Chennai.

## Employment History

### **Process Executive - at Patra India BPO services PVT LTD, Raipur**

Jun, 2018 - Nov, 2020

- Responsible for Work Order creation
- Policy checking , Quality Assurance,
- Dealing with incoming and outgoing mails
- Special Projects
- Binder Creation
- Monthly Recap and Open Renewals
- Document Retrieval

## Education

### **MBA at Institute Of Management, Raipur, Chhattisgarh**

Jul, 2016 - Jul, 2018

### **B.COM at Government Arts and Commerce Girls College, Raipur, Chhattisgarh**

Jul, 2013 - Jun, 2016

## Details

BTM Layout 2nd Stage

Bengaluru, 560076

India

6264591110

[shrishtithakur4@gmail.com](mailto:shrishtithakur4@gmail.com)

## Date of birth

02-07-1995

## Place of birth

Raipur

## Nationality

Hindu

## Links

<https://shrishtitalent.blogspot.com>

## Skills

Recruitment & Selection, Job Posting, Joining Formalities, Payroll Processing, Statutory and Legal Compliance, Attendance & Leave Management, Exit Formalities, Job Portal, BPO

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## Languages

English, Hindi, Chhattisgarhi

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## Hobbies

Dancing, Listening Musics, Travelling, Creativity