

PRIYA SAXENA

HR MANAGER | HUMAN RESOURCES & ADMINISTRATION

Mobile: 9012708478

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Address: F-36, Kipps Enclave, Shastri Nagar, Bareilly, Uttar Pradesh

CAREER OBJECTIVE

To leverage my experience in Human Resources to support organizational growth through effective recruitment, payroll management, employee relations, HR operations, policy development, and regulatory compliance. Seeking to utilize my expertise in medical faculty recruitment, National Medical Commission (NMC) norms, inspection coordination, and HR administration to enhance organizational efficiency and employee satisfaction.

PROFESSIONAL EXPERIENCE

1. Rohilkhand Medical College & Hospital, Bareilly

Designation: HR Manager | October 2023 – Present

- Managing priority-based doctor and medical faculty recruitment for three medical colleges under the Rohilkhand Group: Rohilkhand Medical College, Varun Arjun Medical College, and Radha Govind Medical College.
- Ensuring medical faculty recruitment processes comply with National Medical Commission (NMC) norms and applicable guidelines.
- Managing hospital employee payroll, ensuring accurate salary processing and timely disbursement.
- Coordinating regulatory inspections, including documentation, faculty availability, and compliance with applicable requirements.
- Handling the Letter of Permission (LOP) process for Radha Govind Medical Institution, Meerut, including coordination and documentation as per relevant NMC requirements.
- Maintaining employee records and coordinating with departments to ensure smooth HR operations.

2. Future Group of Institutions

Designation: HR Assistant | November 2022 – October 2023

- Managed payroll activities and maintained accurate salary records.

- Handled recruitment and selection of faculty members for Engineering, Management, Pharmacy, and Ayurvedic departments.
- Coordinated interviews, faculty hiring, and employee onboarding.
- Supported ERP system development, implementation, and maintenance for HR and administrative activities.
- Maintained employee records, attendance, leave management, and HR documentation.

3. RBMI Group of Institutions

Designation: HR Executive | August 2020 – October 2022

- Coordinated placement activities and supported recruitment cell operations.
- Developed, implemented, and updated organizational policies and HR procedures.
- Managed day-to-day HR operations and administrative activities.
- Contributed to ERP system development, implementation, and maintenance.
- Maintained employee attendance, leave records, and HR documentation.
- Coordinated with departments to support workforce planning and operational efficiency.

4. Chitransh Group of Infrastructure

Designation: Customer Sales Executive | 2016 – 2018

- Managed customer interactions and client relationships for real estate property sales.
- Understood customer requirements and recommended suitable properties.
- Coordinated property visits, negotiations, and customer follow-ups.
- Supported lead generation and successful property sales closures.

KEY SKILLS

- Recruitment & Talent Acquisition
- Medical Faculty Recruitment as per NMC Norms
- Talent Sourcing & Candidate Screening

- Payroll Management
- HR Operations & Administration
- HR Policy Development & Implementation
- Employee Relations & Engagement
- Placement Cell Coordination
- HR Documentation & Record Management
- ERP System Development & Maintenance
- Regulatory Inspection Coordination
- Team Coordination & Communication

EDUCATIONAL QUALIFICATIONS

MBA

Abdul Kalam Technical University, Lucknow — 2020

M.A. (Postgraduate)

M.J.P. Rohilkhand University, Bareilly — 2016

Graduation

M.J.P. Rohilkhand University, Bareilly — 2014

Class XII

Uttar Pradesh Board — 2011

Class X

Uttar Pradesh Board — 2009

LANGUAGES - Hindi/ English

PERSONAL DETAILS

Father's Name: Manik Chand Saxena

Date of Birth: 15 August 1995

Marital Status: Single

Current Address: F-36, Kipps Enclave, Shastri Nagar, Bareilly, Uttar Pradesh

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Bareilly

Date: _____

Signature: Priya Saxena

