

# YASHI DEWANG

## HUMAN RESOURCES EXECUTIVE

### CONTACT

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- 353/5 Nehru Nagar, Indore

### SKILLS

- Good Communication Skills
- Emotional intelligence
- Team Building
- Leadership
- Time management
- Employee Relations
- Self motivated

### EDUCATION

Master of Social Work with specialization of HR

ISSW - DAVV

2021- 2023

Bachlors of Social Work

ISSW - DAVV

2018-2021

### ACHIVEMENTS

- Certificate of participation in the workshop of leprosy: Breaking Myths.

### HOBBIES

- Calligraphy
- Dancing
- Listening songs

### CAREER OBJECTIVES

To obtain a challenging and dynamic Human Resources position that will allow me to utilize my skills in recruitment, employee relation, and HR administration to make a positive impact on the organization.

### WORK EXPERIENCE

#### SG GURUKUL NISM & DIGITAL MARKETING

Present 2023

HR Intern

- Create job description in different position in a company and post various portals like Indeed, Hirect.
- Manage tracker, google sheet, and attendance sheet of employees.
- Screening the resume and schedule the Interview.
- Conducting the Interview and hire suitable candidates.
- Facilitated onboarding of new hires.
- Organized and conducted HR trainings.
- Make reports.

#### BRIDGESTONE INDIA PVT. LTD.

Nov-Dec 2022

HR Intern

- Conducting research on labor laws and regulations.
- Communicating with employees and management about labor welfare initiatives.
- Analyzing data related to labor welfare and making recommendations for improvement.
- Coordinating with other departments to ensure compliance with labor laws and regulations.

#### CHILDLINE COLLABCITY

Mar-May 2022

Intern

- Providing support and counseling to children and young people who contact Childline.
- Conducting research on child welfare issues and making recommendations for improvement.
- Assisting with the development and implementation of child welfare management
- Coordinating with other organizations to provide services to children.
- Participating in training sessions related to child welfare management
- Make reports and rescue children