



# SIMA YADAV

## HUMAN RESOURCES ASSISTANT

### CONTACT

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- Narephat, Jadibutti, Nepal
- @LinkedIn

### SKILLS

- Communication Skill
- Problem Solving
- Teamwork
- Time Management
- Attention to Detail
- Onboarding
- Critical Thinking
- Payroll
- Performance Appraisal

### LANGUAGES

- English (Fluent)
- Nepali (Fluent)
- Hindi (Fluent)
- Maithili (Fluent)

### SOFTWARE SKILL

- Microsoft Office Suite
- HRIS Proficiency
- SPSS
- SmartPLS
- HTML
- CSS
- Adobe Photoshop
- Canva



### PROFILE

With two years of experience in human resource assistant, I am dedicated to creating a supportive and efficient workplace environment. I thrive on adapting to changing organizational dynamics and implementing innovative HR practices, showcasing my commitment to continuous growth and contributing to the success of both employees and the organization.



### WORK EXPERIENCE

**E. Vidhya Pvt. Ltd.** March 2023 – May 2023  
Human Resource Intern

- Assisted in end-to-end recruitment processes, from drafting job postings to coordinating interviews and following up with candidates.
- Supported the onboarding of new employees by preparing orientation materials and coordinating induction sessions.
- Maintained and updated employee records, including personal information, attendance, and leave management.
- Conducted employee feedback sessions to gather insights on workplace satisfaction and identify areas for improvement.
- Prepared HR documents like job descriptions.
- Contributed creative ideas and organized fun activities, such as games, for a New Year party to boost employee engagement.

**Foodie Woodie Pvt. Ltd.** July 2019 – June 2021  
Human Resource Assistant

- Supported the recruitment process by assisting with job postings and interviews.
- Assisted in scheduling interviews and coordinating with candidates for open positions.
- Handled customer calls and inquiries, ensuring high-quality service and customer satisfaction.
- Assisted customers with placing, modifying, or canceling food delivery orders through both phone and online platforms, and updating records promptly to maintain accuracy.
- Investigated and resolved issues related to delayed or incorrect deliveries in coordination with delivery personnel.
- Maintained up-to-date records of delivery staff and stocks.
- Collaborated with delivery personnel to resolve real-time challenges and ensure customer satisfaction.
- Actively participated in employee engagement initiatives, including conducting feedback sessions and addressing workplace concerns.

**Online Saathi Pvt. Ltd.** Feb 2021 – May 2021  
Intern Web Developer

- Acquired practical experience in web development using HTML and CSS, translating web design UI/UX concepts into visually appealing and functional websites. Collaborated closely with a team of professionals to ensure timely project completion while consistently delivering high-quality work.



### EDUCATION

**Master of Business Administration** 2021 - 2024  
School of Management | Tribhuvan University  
GPA: 3.56 / 4.0

**Bachelor of Information Management** 2016 - 2020  
Nepal Commerce Campus | Tribhuvan University  
GPA: 3.00 / 4.0



### CERTIFICATION/SHORT COURSES

- SHRM Senior Certified Professional (SHRM-SCP) | 2025 - UDEMY