



Mehak Ganjoo

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Objective

Seeking a challenging and rewarding opportunity in a reputed organization which utilizes my true potential and capabilities and also provides me with the opportunities to learn and enhance my skills.

Experience

- **Taj Chandigarh** July 2019 - December 2019
Trainee
6 months working experience with Taj Chandigarh as a Industrial trainee in F&B Service & Housekeeping.
- **Hyatt Regency Amritsar** January 2023 - April 2023
On Job Trainee (Human Resources)
 - Coordinated with senior Human Resource staff for hiring Candidates.
 - Planning and monitoring Joining and Onboarding process of Staff.
 - Documentation process of employees for assuring the data integrity.
 - Looking after Attendance and Payroll of trainees.
 - Worked at Star System for maintaining Attendance.
 - Took Exit Interview and feedback of Employees.
 - Conducted Interviews for entry level position.
- **The LaLit Jaipur** April 2023 - May 2024
Human Resources Associate
 - Joining formalities - Handling end to end background verification process.
 - Vendor management - Selecting vendors, reducing vendor-related risks and ensuring service delivery.
 - Recruitment - Coordinating the full life cycle of hiring process.
 - Planning and monitoring Joining and Onboarding process of Staff.
 - Took Exit Interview and feedback of Employees, payroll.
 - Worked at HRIS Software.
- **Radisson RED Chandigarh Mohali** May 2024 - Present
Human Resources Executive
 - Joining formalities - Handling end to end background verification process.
 - Recruitment - Coordinating the full life cycle of hiring process.
 - Planning and monitoring Joining and Onboarding process of Staff.
 - Took Exit Interview and feedback of Employees, Payroll.
 - Worked at Alif Software.
 - Employee Engagement

Education

- **Himalayan Garhwal University** 2018-2021
B. Voc. Hospitality & Tourism Management
- **Henry Harvin Education** 2022
Human Resources Information System (HRIS) Certificate Course (2 Months)
- **Chandigarh University** 2022 - 2024
MBA Human Resources

Skills

- Decision Making
- Time Management
- Team Work

Interests

- Dance
- Travelling

- Cooking

Languages

- Hindi
- English



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