



# Mehak Ganjoo

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Jammu - 181123 (J&K)

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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.

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## 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

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## 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

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## Skills

- Decision Making
- Time Management
- Team Work

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## Interests

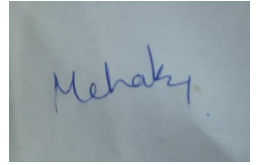
- Dance
- Travelling

- Cooking

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## Languages

- Hindi
- English



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