

## Contact

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## Top Skills

Office Administration

Employee Relations

Human Capital Management

# Kritika Tiwari

HR Executive at W3care | Actively Hiring | Digital Marketing Manager  
| SEO | BA- Pre & Post Sales | PHP | Flutter | React.js | Laravel |  
MERN | WordPress Developer

Jaipur, Rajasthan, India

## Summary

I have 3+ years of experience in Human Resources and solid technical skills, backed by a master's and bachelor's degree in computer applications.

Currently working as a Human Resources Executive at W3care Technologies, I find joy in recruitment and management. I believe in fostering positive workplace cultures for success. Always open to learning, I am truly passionate about my work in HR.

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## Experience

### W3care

Human Resources Executive

November 2024 - Present (7 months)

Jaipur, Rajasthan, India

Responsibilities Handled:

- Managing onboarding and orientation for new employees.
- Addressing employee concerns, conflicts, and grievances.
- Ensuring a positive work environment and company culture.
- Monitoring and evaluating employee performance.
- Organizing team-building activities and events.
- Managing HR databases and employee records.

### HawksCode

Human Resources Executive

December 2023 - November 2024 (1 year)

Jaipur, Rajasthan, India

Responsibilities Handled:

- Employee Relations: Maintain positive employee-organization relationships.
- End-to-End Recruitment: Proficient in entire recruitment process.
- Employee Engagement: Implement initiatives for enhanced satisfaction and involvement.

- Administration: Handle administrative tasks for smooth organizational processes.
- Onboarding: Create seamless onboarding experiences for new hires.
- Recruitment: Source, screen, and select candidates successfully.
- HR Policies: Develop and implement policies aligned with organizational goals.
- HR Management: Strategically manage HR functions for organizational success.

Mtoag Technology Pvt Ltd  
Human Resources Executive  
October 2022 - November 2023 (1 year 2 months)  
Jaipur, Rajasthan, India

Responsibilities Handled:

- Recruitment
- Management
- Administration
- Employee Engagement

Converse Placement Services India Pvt.Ltd  
Human Resources Executive  
May 2022 - September 2022 (5 months)  
Jaipur, Rajasthan, India

Responsibilities:

- Sourcing candidates from web portals.
- Screening and shortlisting.
- Conducting interviews.
- Coordinating client interviews.
- Providing candidate information.
- Maintaining reports.
- Providing feedback to candidates.

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## Education

Rajasthan Technical University  
Master of Computer Applications - MCA, Computer Software  
Engineering · (October 2021 - October 2023)

University of Rajasthan

Bachelor of computer applications, Computer Software Engineering · (July 2018 - September 2021)