

Diksha Oman

HR Assistant Manager

Contact Details

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9067647692

DOB- 11th Nov 2000 Pune MH

Objective

To secure a position in an organisation which will give growth & opportunity for self- improvement and contribute my skills and knowledge to enhance the company's growth and reputation. Experience in HR Domain

Education

- MBA 2021-2023(HR) Zeal Institute of Management & Computer Application
- BBA 2018-2021 (HR) Sir Parashurambhau College

Skill Highlights

- Time management
- Active Listening
- Excellent Interpersonal-skills
- MS- Office tools
- End to End Recruitment
- Goal Oriented
- Creative
- Excellent Communication Skills

Experience

Just Dial Ltd.-

Information Retrieval Officer: June 2019- August 2021

- *Assisting Customer Queries & problems*
- *Solving issues of customer and client*
- *Inbound process providing exceptional service to customer on call with relevant information.*

Pratam Fin Serv Pvt. Ltd.-

HR Officer Sept 2021- Dec 2023

- Advertising vacancies by drafting and placing adverts in a wide range of media
- Coordinating with Colleges and hiring the candidates from Campus Drive.
- Handling multiple roles entry level / senior/ lead position and Non-IT
- Working on salary structure breakup.
- Blocking calendar invite outlook, google excel sheet and reports, drafting interview and maintaining data. Coordinating with candidates for documentation and on boarding process Implement and administer employee policies & Induction program.
- Provide high-quality advice and service to management on daily employee relations and performance management issues
- Support the HR department in implementing programs to help improve the employee experience
- Offer proactive recruiting assistance
- Identify ways to improve policies and procedures
- Prepare Offer Letters & Relieving letters
- Train and provide support to HR team members & employees.
- Worked on Greyt HR & SumHR Software
- Coordinating with CA for PF/ ESIC Process.
- Employee Engagement Activities
- Creating Performance management reports & Analyzing for Performance Appraisal.
- Enrollment of employees for insurance and guiding & handling grievances.
- Attendance Regularization & also keep record of attendance, leave.
- Payroll Processing & Compliance.
- FNF Settlement & Exit process.

Veeraja industries Pvt. Ltd.-

HR Assistant Manager Jan 2024 - till present

- Advertising vacancies by drafting and placing adverts in a wide range of media

- Working on salary structure breakup.
- Blocking calendar invite outlook, google excel sheet and reports, drafting interview and maintaining data. Coordinating with candidates for documentation and on boarding process Implement and administer employee policies & Induction program.
- Provide high-quality advice and service to management on daily employee relations and performance management issues
- Support the HR department in implementing programs to help improve the employee experience
- Offer proactive recruiting assistance
- Identify ways to improve policies and procedures
- Prepare Offer Letters & Relieving letters
- Train and provide support to HR team members & employees.
- Worked on Pocket HRMI & keka HR Software
- PF/ Esic process & registration
- Employee Engagement Activities
- Creating Performance management reports & Analyzing for Performance Appraisal.
- PMS
- Training and Development
- Attendance Regularization & also to keep record of attendance, leave.
- Payroll Processing & Compliance.
- FNF Settlement & Exit process.
- Grievance handling