Mahima Bansal

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SUMMARY:

A versatile and skilled Human Resource Management professional with experience in HRIS data management, recruitment, Payroll Management, and event coordination. Proven ability to collaborate with hiring managers, conduct interviews, and ensure a seamless onboarding process. Dedicated to fostering a positive work environment and contributing to organizational success.

TECHNICAL SKILLS:

- Microsoft Office (MS Word, Excel, PowerPoint)

CERTIFICATION:

- Physical activity of yoga (by Government of India).
- National Webinar of Technical analysis for stock Market Enthusiasts.
- Participation in Union Budget Analysis 2022 workshop

PERSONAL SKILLS:

- Excellent communication skills.
- Highly organized & efficient.
- Ability to work independently as a part of a team.
- Proven leadership skills and ability to motivate.

EDUCATION:

MBA (HR + CSR)   Sep 2020 - Jun 2022
Banasthali Vidyapith University
BBA   Sep 2017 - Jun 2020
Chaudhary Charan Singh University
10+2   Jun 2017
10th   Jun 2015

INTERNSHIP:

UltraTech Cement Pvt. Ltd., Noida   June 2021 - Feb 2022
Intern-HR
Job Responsibilities: -

- Screened interviews, assisted regional HR, and participated in HR activities.
- Screening Interviews shortlisted & Onboarding process.
- Participating with Regional HR.
- Assisting the regional HR for Implementing HR activities in Particular System.
- Employee Engagement.
- Assisting in the planning of company events like Feedback Day or Engineer's Day. Database management on new Joining.

EXPERIENCE:

Hardhik Alloys., Mysuru   **June 2024 - Present**
Sr. Executive- HR
Job Responsibilities: -

- **Recruitment & Onboarding:** Coordinated recruitment, pre-placement talks, and onboarding processes for smooth employee integration. Prepared and managed employee letters and new joiner emails.
- **Employee Management:** Maintained employee records, tracked performance, and recognized achievements to boost motivation.
- Organized pre-placement talks for MBA final-year students.
- **Payroll Management:** Managed payroll, ensuring accurate and timely compensation.
- Maintained accurate attendance sheets for payroll and HR documentation.
- **Performance Recognition:** Recognized employee achievements, including top sales and Marketing performers.
- **Employee Engagement:** Organized training sessions and fun activities to promote engagement.

MsCorpres Automation Pvt. Ltd., Noida   **Feb 2023 - Jan 2024**
Executive- HR
Job Responsibilities: -

- Maintained HRIS Data, conducted on-time data entry, managed new joiner entry, exits, and other master details.
- Completing joining formalities including offer letters, appointment letters, EMP codes, medical insurance, ID cards.
- Managed end-to-end recruitment processes, built talent pipelines, and collaborated with hiring managers.
- Salary Negotiation.
- Assisted attendance management and salary-related tasks.
- Send new joiner welcome mail for circulation in the Company.
- Build a strong talent pipeline through various sourcing methods, including job boards, social media, referrals, and networking.
- Collaborate with hiring managers to understand their staffing needs and develop job descriptions and candidate profiles.
- Assisting in the planning of company events like- Feedback Day or Engineer's Day.

Global Arcus Pvt. Ltd., Greater Noida   **Jun 2022 - Dec 2022**
International Student Academic Counsellor
Job Responsibilities: -

- International Student Counselling: Offer guidance on abroad education opportunities, including country, course, university selection, and career planning, adhering to company policies.
- Assessment: Evaluate student suitability for courses and universities.
- Admissions Support: Assist with admissions and visa processes.
- Financial Aid: Help with registration and payments.
- Promotion: Organize events to showcase universities.
- Motivation: Encourage students towards their goals.
- Communication: Engage professionally with students and parents.
- Database Maintenance: Manage student records efficiently.