



SUMMARY

A highly motivated and results-driven Human Resources professional with an MBA specializing in HR management. Equipped with a strong foundation in organizational behavior, talent acquisition, employee development, and performance management, I possess the skills to drive strategic HR initiatives that enhance productivity and foster a positive work culture. With a deep understanding of business operations and HR best practices, I am committed to aligning human capital strategies with organizational goals to support sustainable growth and employee engagement.

EDUCATION

TMIMT, Moradabad

Masters of Business Management
2022– 2024
Major in : Human Resource
Minor In : Marketing

ST Johns College, Agra

Bachelor of Business Management
2018– 2021

SKILLS

- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Expertise in negotiation and critical thinking.

LANGUAGE KNOWN

- Hindi
- English

PROFESSIONAL EXPERIENCE

Assistant HR

PSP PROJECTS LIMITED
Ahmedabad, Gujarat.

16 JUNE 2023 to Present.

- Organized and maintained personnel records including new hire paperwork and changes to employment status.
- Managed employee onboarding program for new hires ensuring completion of all required documents.
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization
- Coordinated with department heads to ensure compliance with corporate policies and procedures like Provident Fund, ESIC, Liasoning, or assisting in Payroll.
- Maintained a record of all compliance activities, including • correspondence and reports.

EXTRA CIRCULAR ACTIVITES

BADMINTON

- Demonstrated dedication and teamwork through regular practice and participation in inter-school tournaments.
- Developed discipline, sportsmanship, and time management skills through balancing sports and academics.

CSR ACTIVITY INVOLVEMENT

- Collaborated with a team of volunteers to plan and execute community-oriented projects, emphasizing social and environmental responsibility.
- Enhanced teamwork, leadership, and community engagement skills through meaningful contributions to the CSR project.