

PRIYA NAGAR

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Location: India

SUMMARY

Motivated and detail-oriented Human Resource fresher with strong academic knowledge in recruitment, employee relations, HR analytics, onboarding processes, and basic HR operations. Passionate about building a positive work environment, supporting employee development, and assisting HR teams with daily administrative tasks. Strong communication, organizational, and documentation skills with the ability to handle confidential information responsibly.

EDUCATION

MBA – Human Resource Management (2025)
Lotus Business School, India
B.Com – Commerce (2023)
Central University of Commerce

INTERNSHIP EXPERIENCE

HR Intern – BlueLeaf Technologies (Jan 2024 – Apr 2024)

- Assisted HR team with recruitment activities including resume screening, scheduling interviews, and candidate follow-ups.
- Supported onboarding processes by preparing documentation, ID creation, and induction checklists.
- Managed employee data entry in HRIS system under supervision of senior HR executives.
- Helped organize employee engagement events such as team-building activities and awareness sessions.
- Created reports for employee attendance, training participation, and new hire status.

PROJECTS & ACADEMIC WORK

- HR Analytics Mini Project – Studied employee turnover trends and prepared dashboards.
- Recruitment Simulation – Conducted mock interviews and evaluated candidate competencies.
- Organizational Behavior Study – Analyzed workplace culture and leadership patterns.

SKILLS

Recruitment Basics, HR Documentation, HRIS Basics, MS Excel, Attendance Management, Employee Engagement Support, Communication, Teamwork, Problem-Solving, Confidentiality Handling

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.