

# JIYA BAJAJ

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## SUMMARY

Detail-oriented and proactive HR enthusiast with a foundational understanding of recruitment processes, onboarding, and HR policies. Possess strong interpersonal skills and a passion for fostering a positive work environment. Seeking an opportunity to further develop and apply my HR skills to support the success of Onepixel Soft Pvt. Ltd.

## EDUCATION

### Graduation in BCA

Maa Bharti PG College | Mahaveer Nagar 3rd. Kota Rajasthan

- ❖ BCA from Maa Bharti PG College Affiliated to University of Kota.
- ❖ In the year 2019 with an aggregate of 82%.
- ❖ In the year 2020 with an aggregate of 84%
- ❖ In the year 2021 with an aggregate of 81%

### Pursuing MBA

MIMT | Kota Rajasthan

## EXPERIENCE

### E-Commerce Executive (Sep'20 – Feb'21)

Sudarshan and Company | New Aakashwani Colony, Kota, Rajasthan

- ❖ Maintain seller account on Amazon, Flipkart, Glowroad, Meesho, Pepperfry
- ❖ Listing the products on E-Commerce Websites
- ❖ Order Processing
- ❖ Improve the performance of seller account
- ❖ Handles social media accounts
- ❖ Provide Customer Support

### Academic Content Writer (Aug'21 – May'23)

- ❖ Extensive experience of writing management academic articles and papers for educational institutions
- ❖ Browsed various internet sites and books and researched on assigned topics
- ❖ Compose and deliver academic articles, research papers, reports, reflective writing, essays, and presentations
- ❖ Proofread, edited, and corrected all given reports appropriately
- ❖ Followed provided specifications and instructions in the requirements
- ❖ Met the deadlines for each individual academic assignment
- ❖ Sound knowledge of common referencing styles such as HARVARD, APA, and MLA
- ❖ Ability to collaborate with assigned teams on multiple projects, in a positive manner
- ❖ Performed consistently well when it comes to allocating difficult tasks and handling significant situations of revision and low quality until they are successfully resolved

## **HR Executive cum Business Analyst (July'23 – Present)**

Onepixel Soft Pvt. Ltd | Lal Kothi, Jaipur, Rajasthan

- ❖ Supported the recruitment process by coordinating interviews, conducting initial screenings, and managing communication with candidates
- ❖ Assisted in the onboarding process, preparing documents and materials, ensuring a smooth transition for new hires
- ❖ Maintained accurate HR records and databases, contributing to efficient employee data management
- ❖ Participated in HR team meetings and contributed ideas for improving employee engagement initiatives.
- ❖ Assisted in drafting and revising HR policies and procedures in alignment with best practices
- ❖ Provided guidance to managers on employee relations matters and ensured consistent application of HR policies.
- ❖ Gather and document business requirements from stakeholders, ensuring clarity and alignment with business goals.
- ❖ Analyze data to identify trends and insights, enabling data-driven decision-making.
- ❖ Facilitate communication between business and technical teams to ensure project alignment and successful outcomes.
- ❖ Conduct gap analysis to identify discrepancies between current and desired states, proposing solutions to bridge these gaps.
- ❖ Assist in change management efforts, including training and communication plans, to support the adoption of new processes and technologies.
- ❖ Participate in project planning, monitoring progress, and ensuring projects are delivered on time and within scope.
- ❖ Create process models, flowcharts, and diagrams to visualize workflows and facilitate process optimization.
- ❖ Stay updated on industry trends, best practices, and emerging technologies relevant to business analysis.
- ❖ Build and maintain positive relationships with clients and vendors, fostering trust and collaboration.

## **KEY SKILLS**

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- ❖ Problem Solving
- ❖ Communication
- ❖ Active Listening
- ❖ Adaptability

- ❖ Conflict Resolution
- ❖ Decision Making
- ❖ Open to learning

## PROJECTS

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**Name:** Footcraft

**Duration:** 1 Month

**Team Size:** 5

**Description:** The main objective of this project is to create a Footwear Shopping Website by which the customers can purchase footwear in different variety all over India. Normally the customers have to travel a long distance from their place, but with this website they can make order online and get the delivery in 2-3 days. All the customer requires is a Mobile Phone with an internet connection and register with the website to use this facility.

**Role:**

- Designed the website
- Performed coding with Visual Basic

**Technologies used:** Visual Basic, MS Access Database

## ACHIEVEMENTS

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- ❖ Awarded for the 2nd rank in college in 2019
- ❖ Stood 1st in Poster Making Competition
- ❖ Certified for Most Productive Performer at Roton Consultancies pvt ltd

## CO-CURRICULAR ACTIVITIES

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- ❖ Participation in Dance in Cultural Week
- ❖ Participation in Fashion Show in Cultural Week
- ❖ Participation in Poster making Competition

## INTERESTS

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- ❖ Travelling
- ❖ Interacting with new people
- ❖ Sketching

## PERSONAL DETAILS

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Father's Name: Mr. Lalchand Bajaj  
Date of Birth: 04.02.2000  
Gender: Female  
Nationality: Indian  
Language Known: English, Hindi, Sindhi

## DECLARATION

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I hereby certify that all the particulars stated above are to the best of my knowledge and believe. For any misrepresentation pr omission of fact i shall be personally liable.

Date-  
Place-

**(JIYA BAJAJ)**

