



Mona Jain

To attain a responsible position where I can grow and contribute to the best of my skills and efforts for the achievement of both organizational and individual goals.

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EDUCATION

MBA

Dehradun Institute of technology

08/2018 - 06/2020

Specialization

– HR-Marketing

Dehradun

BBA

Tula's Institute of Technology

08/2015 - 06/2018

Specialization

– HR

Dehradun

WORK EXPERIENCE

Recruiter

Sigma Allied Services Pvt Ltd

07/2023 - Present

Responsibilities

- Responsible for the process of recruitment, selection of employee, creating a talent pool and a constant inflow of talent for across level and closure of positions within a pre-defined turn-around-time using various job portals .
- Maintaining the database of all candidates.
- Maintenance of necessary trackers .
- Responsible for keeping a track of Aptitude test and assignments and keep the folder updated .
- Help in planning & execution of engagement activities and ensure drive the engagement process .

Bengaluru

HR Recruiter Intern

ShamiRa Talent Solution Pvt Ltd

07/2020 - 01/2021

Achievements/Tasks

- Search resume databases for the most fit candidates using various job portals .
- Cold Calls to sourced candidates to generate lead.
- Job Postings on Indeed and Naukri .
- Screened candidates resumes and job applications .
- Create and maintain a document and or spreadsheet

HR Intern

Metrex Scientific Instruments Pvt Ltd.

06/2019 - 08/2019

Achievements/Tasks

- Studied the Factors lead to Employee Motivation .
- Updated internal databases with new employee information .
- Gathered payroll data like leaves, working hours and bank accounts .

SKILLS

Recruitment

Sourcing

MIS

Job Posting

Attendance maintenance

Payroll

Leadership

Interpersonal Skills

PROJECT

Studied relationship between HR Practices and Job Satisfaction in Banking Sector

- Implemented regression model and Factor analysis to study the relationship between various components of HR practices and job satisfaction .
- This study concludes that there exists a positive relationship between different HRM practices such as training, team work, performance appraisal & compensation and job satisfaction of private banking sector employees.

Studied the effectiveness of performance appraisal in the "Lemon Tree Hotel".

- BARS method is used in the "Lemon Tree Hotel" to evaluate the performance of employees .
- Key result area is followed twice a year (KRA)
- 360 Degree is conducted once in a year

TRAINING

Liberty Shoes Pvt Ltd. (07/2017 - 08/2017)

TECHNICAL COMPETENCE

- Microsoft Office (Word,Excel,PowerPoint)

INTERESTS

F&O Trading

Sketching

Loves to interact with new people

Social Service