

Monika Yadav

Human Resource

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📍 Mahendergarh ,Haryana,123029

EDUCATION

Master of Business Administration

Chandigarh University

08/2021 – 06/2023 | (7.38 CGPA)

Bachelor of Technology

RTU , Kota

08/2012 – 09/2016 | (68.33%)

CERTIFICATES

- Certification in SAP HCM
- Certification in UTM and PDF from DRDO delhi
- Certification in Digital Marketing
- Certification in Entrepreneurship
- Certification in modeling

INTERESTS

- Reading Self-help books
- Explore New places

SKILLS

- Negotiation skill
- Communication
- Leadership
- Hubspot
- Leadsquare

PROFESSIONAL EXPERIENCE

M/S Secure guard Security & Manpower

Human Resource Executive

06/2023 – present | Chandigarh, India

Good knowledge of Job portals

Job posting on job portals

sourcing of candidates

Interview

M/S Secure guard Security & Manpower

Human Resource Exceutive

05/2019 – 03/2020 | Chandigarh, India

Recognizing the manpower needs and taking them to the HR manager for approval.

Creating job descriptions for various roles and advertising them on various platforms.

Managing HR activities like meetings, interviews, and other schedules.

Ambuja cement foundation

MIS & Soft Skill trainer

11/2017 – 03/2019 | Jhunjhunu , Rajasthan, India

Training, Presentation, Management information system, ACF portal

LANGUAGES

English

Hindi

PROJECTS

Employee's Motivation

"Championed an impactful employee motivation initiative, introducing creative approaches that led to a significant surge in team morale and performance. Utilized data-driven insights to customize motivational programs, nurturing a positive work environment and elevating overall job satisfaction."

Employee's Retention

Guided a transformative employee retention initiative with a focus on fostering a nurturing work environment. Empowered individuals through tailored programs, resulting in a more engaged and committed team.