**Curriculum Vitae**

**Meghna Dhiman**

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**Career Objective**

* To seek a challenging position in an environment that wills growth, recognition and
* Opportunities for taking innovative steps and using latest technology.

**Academic Qualification:**

* **Post Graduation Diploma in Human Resource Management** from Symbiosis University, Pune.
* **B.TECH** in Electronics and Communication Engineering, Uttarakhand Technical University, Dehradun 2015.
* **Diploma in Electronics**, Uttarakhand Board of Technical Education Roorkee, Haridwar, 2011.
* **High School** from Uttarakhand Board, Dehradun, 2008.

**Work Experience:**

* Working as Operation Manager in **Veda Informatics Pvt. Ltd Noida** from March 2020 till now

**Professional Summary :**

* Oversees the day-to-day operations of the content team to ensure that the necessary people, process, and technology execute the content strategy.
* Improve operational management systems, processes, and best practices to enhance efficiency and effectiveness.
* Monitor and supervise the team to ensure smooth operations and optimal outcomes.
* Manage the organization’s operational budgets, ensuring efficient utilization of resources.
* Manage and supervise the workforce, including task allocation, setting deadlines, and monitoring performance.
* Served as **HR Executive** in **Live Satyam Tech Pvt. Ltd.** Dehradun from 1st of November 2017 to 10th of November 2018.

**Professional Summary :**

* Assist with day to day operations of the HR functions and duties.
* Compile and update employee records (hard and soft copies).
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
* Properly handle complaints and grievance procedures.
* Coordinate communication with candidates and schedule interviews.
* Served as **Production Planning Engineer** in **GDN enterprises Pvt. Ltd. Noida** from 10th of July 2015 to 31st of Oct 2017.

**Professional Summary :**

* Develop the rolling production plan and capacity plan according to the sales plan.
* Prepare and adjust the material demand plan according to the production plan.
* Arrange the production plan according to monthly plan and material status.
* Arrange the trial run production of new models.
* Daily finish goods dispatch report generation.
* P.O Management, job order releasing and closing.
* Review all WIP P.O unit and situation
* Review released P.O quantity match with standard or not.
* Served as **GET (Graduate Engineer Trainee)** in **KMC** Electronics, Kotdwara from 23rd of February 2015, till 30th June 2015.

**Professional Summary :**

* Worked on mobile assembly line.
* Inspection of incoming material on input.
* Collect the data on running production lines.
* Assists the seniors on production line.
* Worked on testing stages (visual testing and function testing) on assembly line.

**Technical Skills:**

* + - Basic Understanding of ERP (Enterprise Resource Planning).
    - Operating Systems : Windows XP/Windows7/Windows8/Windows10 .
    - Tools : Microsoft Word, Excel, Power Point, Access

**Extra Curricular Activities:**

* 14 days vocational training in ELECTRONICS METER at UPCL (Uttarakhand Power Corporation Limited), Dehradun .
* Participated in science project in 9th class held in M.K.P. Inter College Dehradun.
* Participated in group dance in 9th and 10th class in Pared Ground.

**Personal Details :**

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| Husband’s Name : Mr. Priyanshu Garg  Father’s Name : Late Mr. Rajesh Dhiman  Mother’s Name : Mrs. Sandhya Dhiman |
| Date Of Birth : 26.03.1992  Marital status : Married |
| Hobby : Listening Songs  Reading Book  Crafting |
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**Date Meghna Dhiman**