

RIDHIMA VERMA

Contact: 09999361648

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WORK EXPERIENCE

- ➔ Worked as **HR intern** with blackNgreen Mobile Solutions Pvt Ltd from 5th Feb 2015 to 5th June 2015.
- ➔ Now working as **HR Executive** since 5th June 2015 with blackNgreen Mobile Solutions Pvt Ltd, located in Gurgaon. Area of work includes:
 - **HR generalist functions**
 - Handling HR related documentation and other records.
 - Handling on boarding and exit of employees.
 - **IT/ non-IT recruitment**
 - Handling end to end IT (iOS, Java, Android, PHP, SIP developers etc) and non IT recruitment at junior and middle level.
 - Handling offer letter negotiation
 - Vendor management
 - **Campus Recruitment**
 - Single headedly conducted off and on campus recruitment drives across various engineering colleges and B-schools.
 - **Performance Management**
 - Assisting in the process and documentation of performance management.
 - **Organising recreational activities for employees**
 - Organised various events such as Diwali party, Founder's day dinner and various in house recreational activities on monthly basis.

EDUCATION

Class/Course	Board/University	School/College	Score
X	CBSE	Mount Carmel, New Delhi	81%
XII	CBSE	Mount Carmel, New Delhi	79%
BBA	GGSIPU	IITM	84%
MBA(HR & Mktg)	Bharati Vidyapeeth	BVIMR, New Delhi	8.0 cgpa

CERTIFICATIONS

Pursuing “Certified Recruitment Analyst” certification from Carlton Advanced Management Institute in tie up with Middle Earth HR.

PERSONAL DETAILS

Gender: Female

Address: Dwarka, New Delhi

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