

# RIDHIMA VERMA

Contact: 09999361648

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## WORK EXPERIENCE

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➔ Worked as **HR intern** with blackNgreen Mobile Solutions Pvt Ltd from 5<sup>th</sup> Feb 2015 to 5<sup>th</sup> June 2015.

➔ Now working as **HR Executive** since 5<sup>th</sup> 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.
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## EDUCATION

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

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## CERTIFICATIONS

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

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## PERSONAL DETAILS

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Gender: Female

Address: Dwarka, New Delhi

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