



Diksha Jadhav

HR Executive

Contact: 8898524072

E mail: Jadhavdiksha1810@gmail.com

Address: B Wing Room No- 08,
Shivlok CHS, Plot No- 152, Sector
10, New Panvel Mumbai - 410206

Versatile and highly energetic professional with a continuous learning attitude, strong ability to perform under pressure, and a proven track record of meeting deadlines. Committed to achieving both individual and organizational goals. Eager to contribute through hard work, dedication, and the knowledge gained from academic and professional experiences. Actively seeking opportunities to grow and make meaningful contributions to success.

EXPERIENCE

HR Executive

Jobuss Resources Pvt Ltd (Reliance JIO Info comm Ltd)

July 2022 – Present

Location: Reliance Corporate IT Park, Ghansoli, Navi Mumbai

Job Profile

- Verified documents of new joiners (Proof of Address, Identity, Education, Experience) within 24-hour TAT.
- Managed case allocation among 6-8 team members to ensure same-day verification.
- Provided process training to new joiners.
- Verified negotiation documents such as pay slips and bank statements.
- Handled recruitment and onboarding queries for on-roll and off-roll employees.
- Supported employees with email/domain IDs in coordination with the IT team.
- Generated reports from SAP, including joining and offer release reports.
- Resolved technical queries related to recruitment, onboarding, position management, employee code generation, and access provision.

Gatik Consultancy

Title: HR Intern

Date Joined: Dec 2020 – Jan 2021

Job Profile

- Shortlisting of candidates for recruitment through various online job portals.
- Arranging interviews, background verifications and handling basic organizational details to candidate
- Hands on experience for conducting interviews.

EDUCATION

Master of Business Administration (MBA)

Jain University - **July 2024**

Grade: **6.32 CGPA**

Bachelor of Management Studies (BMS)

C.K.T. Senior College - **June 2021**

Grade: **7.1 CGPA**

Higher Secondary Certificate (H.S.C.)

C.K.T. Junior College - **June 2018**

Grade: **65.36%**

Secondary School Certificate (S.S.C.)

C.K.T. Vidyalaya - **June 2016**

Grade: **74.80%**

SKILLS

- SAP Human Capital Management (HCM)
- Certified Professional for Tally ERP 9
- MS-Excel, Word, Powerpoint

LANGUAGES

English, Hindi, Marathi

PERSONAL

D.O.B: 18 Feb 2001

Father Name: Sachin Sakharam Jadhav

Gender: Female

Nationality: Indian

Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.