



ARU JAIN

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- 17th November 1999

SKILLS

- Employee Onboarding
- Resume Screening
- Recruitment
- Background Verification
- Interviewing
- Corporate Social Responsibility (CSR)
- Employee Engagement
- Documentation
- Microsoft Office: Excel/PowerPoint/Word

EDUCATION

Masters in Human Resources (Hospitality & Administration)
2021- Present
Kurukshetra University

B.Sc. | Hospitality and Hotel Administration
2017-2020
IHM Kurukshetra

XII
2017
Montfort School, Roorkee

X
2015
Montfort School, Roorkee



PROFILE

Human Resources Intern with experience in various HR processes such as Recruitment, Onboarding, Employee Engagement, Resume Screening. Looking to be part of a progressive organization to learn about this industry & add value to its profitability.



INTERNSHIP/WORK EXPERIENCE

Dynatech Controls, Gurugram

Human Resource Intern (Jan 2023 – Feb 2023)

- Supported in the onboarding process by preparing new hire documentation and assisting with paperwork completion.
- Conducted candidate interviews to effectively determine their suitable placement within the organization, while ensuring a smooth interview process for both the hiring team and applicants.
- Generated offer letters and employment contracts, ensuring their accuracy and timeliness.
- Provided assistance and guidance to potential candidates throughout the employee journey, starting from initial phone screening till the final selection stage.
- Created and maintained a database of potential candidates for future recruitment needs, building a talent pipeline for the organization.

TAJ City Centre, Gurugram

Human Resource Intern (Aug 2022 – Sep 2022)

- Demonstrated familiarity with essential HR processes, Employee engagement & Corporate Social Responsibility.
- Proficiently managing Employee Documentation, File Management & ensuring accurate Medical Verification procedures are in place.
- Resume Screening, conducting interviews for intern candidates across multiple departments and facilitating the onboarding process for new hires.
- Involved in coordinating background checks for new hires, ensuring compliance with company policies and regulations.
- Efficiently managing employee inquiries, emails and correspondence with utmost attention and timely resolution.

IDS Next, Bangalore

Customer Service Executive (Nov 2021)

- Managing queries and mails regarding IDS software.
- Ticket raising for resolution of problems regarding the software.



POSITION OF RESPONSIBILITY

- Head of Public Speaking at Kurukshetra University.
- Cultural & Organizational Head of IHM Kurukshetra.
- Camp Leader and Best Guide of Scouts & Guides Club at Montfort School.