

EDUCATION

Amity University, Noida

2023-2025

MBA in Human Resource Services and Management

Dr. Ram Manohar Lohia Awadh University, Ayodhya

2019-2022

B.Sc. in Chemistry and Zoology

Feroze Gandhi Polytechnic, Raebareli

2019-2016

Diploma in Instrumentation and Control

WORK EXPERIENCE

Vatsalya Digital Solution

Process Associate

September,2023-March,2024

- ⊕ Managing data entry, validation, and analysis per client needs.
- ⊕ Addressing inquiries via calls, emails, or chat, resolving issues, or escalating as needed.
- ⊕ Processing financial transactions and orders accurately.
- ⊕ Ensuring document compliance with client guidelines.
- ⊕ Ensure adherence to quality standards and compliance requirements.

SLMG Beverages (Coca-Cola)

Internship – HR Operation

May,2024-August, 2024

- ⊕ Assisted with recruitment by posting job ads, screening resumes, and coordinating interviews.
- ⊕ Supported onboarding by preparing orientation materials and maintaining employee records.
- ⊕ Helped maintain HR databases for data integrity and compliance.
- ⊕ Assisted with payroll and benefits by verifying timekeeping data and addressing inquiries.
- ⊕ Organized employee engagement activities to boost workplace morale.
- ⊕ Contributed to updating HR policies and ensuring compliance with labor laws.
- ⊕ Collaborated on performance management by supporting reviews and tracking employee progress.

SKILLS

- Recruitment and Selection
- Employee Onboarding
- Payroll Basic Knowledge
- HRIS (Human Resources Information System)
- Fast Learner
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Communication and Interpersonal Skills
- Data Analysis and Reporting

HR Executive/ Associate

PROFILE

Highly motivated and detail-oriented Human Resources graduate seeking an entry-level position in the HR department to utilize my skills in recruitment, employee relations, and HR operations to contribute to organizational success.

CONTACT

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