

SIDDHARTH BOHRA

BBA Graduate

CONTACT

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PROFILE

EMPLOYMENT HISTORY

A dynamic human resource executive assists with various human resources functions, which include recruitment, onboarding, and policy implementation. A well-versed communicator with strong attention to detail aiming to help employees and maintaining a strong work ethic in the organisation.

Human Resources Executive | Dave Industries, Jodhpur

Apr 2023 - Present

- Developing fair HR policies, and ensuring employees comply with them.

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Implementing effective sourcing, screening and interviewing techniques to assess candidates for the organisation.

Assessing training needs and coordinating learning and development initiatives for all employees.

- Monitoring the human resources department's budget.
- Acting as the point of contact regarding labour legislation issues.

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Managing employees' grievances and complaints.

INTERNSHIPS

SKILLS

Human Resources Intern | TCS, Jodhpur

Sep 2022 - Mar 2023

- Supported the relevant authorities for any new implementations of Human Resources.

Prepared and released the required letters and agreements.

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- Conducted induction for new employees.
- Coordinated with the background verification team.

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Responsible for creating timesheets, and KRAs in the HRMS System.

- Conducted various employee engagement activities.

Data Entry

EDUCATION

Human Resources Management System KRAS Tracking

Training Employees

BBA

Jai Naryan Vyas University, Jodhpur 2022

Human Resources Management Techniques Indian Institute of Management

COURSES

2021

VOLUNTEERING

Performance Management

Interview Conduction

Background Checks Communication Skills

Understanding the basics of human resources Jai Narayan Vyas University 2020

Teaching Children at Non-profit NGOs.

Working with municipal officers to keep the city clean and green. Volunteering at Old age homes.

Working with animal aid shelters.

LANGUAGES

English | Hindi | Marwari