

Isha Bala

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SUMMARY

Experienced HR and Business Development Executive with a proven track record of driving organizational growth through talent acquisition and strategic partnerships. Proficient in human resources management, employee engagement, and developing sustainable business strategies. Adept at fostering cross-functional collaboration and delivering results in dynamic, fast-paced environments.

EXPERIENCE

HR Executive

Future Finders Organization
Mohali

September 2022 -October 2023,

- Streamlined onboarding process for new hires, resulting in a shortened process time from 2 weeks to 3 days and increasing new-hire retention by 65%.

Operations Executive

October 2023 – Present

Start Any Business

Mohali (Offshore)

- **Assisted MIVA Real Estate** in securing necessary documentation, ensuring compliance and coordinating with developers.
- **Provided strategic operational support** to companies, contributing to their business growth by streamlining processes and enhancing overall efficiency.
- **Handled all aspects of company formation, including coordinating with freezones** to ensure seamless setup and compliance with local regulations.

EDUCATION

Diploma in Electronics and Communication

Govt. Polytechnic for women Kandaghat • Solan, Himachal Pradesh • 2022

HSC - 12th

Govt Sr Sen School Matroo • Joginder Nagar • 2019

SSC - 10th

New Green Hill Public School • Sukhabag • 2017

CERTIFICATIONS AND COURSEWORK

Best HR award and Best Business Development Executive

Future Finders • 2023

Digital Marketing - Future Finders

SKILLS

Soft Skills: Assistance, Consultation, Coordinate, Meeting, Teleconference, Webex Zoom, Leadership skills, Creativity, Time management

Technical Skills: Digital Marketing, Strategist, Excel, Powerpoint, Ms Word, Outlook, spreadsheet