

# 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.

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## EXPERIENCE

### HR Executive

Future Finders Organization  
Mohali

September 2022 -March 2024,

- 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

April 2024 – 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.

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## 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

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## CERTIFICATIONS AND COURSEWORK

### Best HR award and Best Business Development Executive

Future Finders • 2023

### Digital Marketing - Future Finders

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## 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