

Saloni Garg

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📍 Pune, India

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EDUCATION

MBA (HRM)

Amity University Online

07/2023 - Present

Noida

BBA

Shri Ram Group of Colleges

07/2019 - 07/2022

COURSES & CERTIFICATIONS

Preparing to Manage Human Resources, Coursera
(10/2023 - 10/2023)

- Learned approaches to managing employees varying from employee to employee, job to job.

Recruiting, Hiring, and Onboarding Employees
(11/2023 - 11/2023)

- Learned how to onboard employees to promote employee commitment and engagement

Managing Employee Performance (12/2023 - Present)

- Gained skills of compensation analysis and performance management

WORK EXPERIENCE

HR Intern

Samsung Electronics

03/2022 - 05/2022

Remote

Achievements/Tasks

- Screen Resumes and applications forms, schedule and confirm interviews with candidate.

SKILLS

Compensation Analysis

Performance Appraisal

Organizational Culture

Recruitment

HR Strategy

Microsoft 365

leadership

Employee Relations

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Team-building activities

Health and safety awareness