

DIKSHA ARORA



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INTERNSHIP

June'15 – July'15

AVI-OIL INDIA [P] LTD, New Delhi

Study on Perception of Employees
towards HR Policies

June'13 – Aug'13

HDFC LIFE, New Delhi

Study on Satisfaction level of Financial
Consultants

OBJECTIVE

Current Location - Gurugram

To work in an organization, help achieve its
business objective by knowledge oriented
and innovative mindset.

SKILLS

HR Generalist, Appointment Letters,
Confirmations Letters,
Employee Engagement, Recruitments,
Talent Acquisition, Campus Hiring,
HR Policies, Direct Interviews,
Consultant Invoices,
Coordination with Consultants,
Employee Relations,
Business Management,
On Boarding, Interviewing, Scheduling,
Talent Management Systems,
Compensation & Benefits, Communication,
People Management,
Talent Hiring, Compliance, Trainings

EXPERIENCE

PROJECT OFFICER (CENTRE FOR CHRONIC DISEASES CONTROL) SEPT'21 – TILL NOW

It is a New Delhi based not-for-profit organization, established in December 2000.

OFFICER HR (HDFC LIMITED) DEC'18 – AUG'21

HDFC is one of the major Housing Finance provider in the industry and is a pioneer of Housing Finance Industry in India.

- Have been part of the development and implementing strategy in house recruitments PAN India and Campus Hiring
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for new employees.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes & dept Budgets
- Directed onboarding and training for over new employees each year, keeping company operations smooth and production efficient with skilled candidates.
- Recruited, hired and oversaw staff by overseeing job interviews, conducting exit interviews and leading onboarding sessions.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.

HR & ADMIN EXECUTIVE (REVE SYSTEMS INDIA PVT LTD) SEPT'16 - DEC'18

- Recruitments - Involved in end-to-end processes in recruitments
- Induction and Joining Formalities
- HR Administration:
- Attendance Management.
- Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Performed administrative and customer service functions by responding to general employee inquiries, addressing employee relations issues and scheduling meetings.
- Employee Engagement

EXECUTIVE TRAINEE (XEINE SOFTWARES) DEC'15 - JUNE'16

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Created appropriate documentation for members of board and senior leadership before meetings.

EDUCATION

MBA (Human Resources)

(2014 – 2016) RDAIS, New Delhi (Guru Gobind Singh Indraprastha University)

BBA - General

(2011 – 2014) CPJCHS, New Delhi (Guru Gobind Singh Indraprastha University)

Senior Secondary Examination – XII

(2010 – 2011) Delhi Public School, Panipat City

Higher Secondary Examination – X

(2009 – 2010) Delhi Public School, Panipat City