



JYOTI TREHAN

HUMAN RESOURCE PROFESSIONAL

PROFILE SUMMARY

- A dynamic HR Professional with over **10 years** of experience in Human Resource Management and Over **4 years** of experience as an office assistant.
- Holds distinction of planning, supervising and participating in various seminars, workshops and conferences.
- Proficiency in **Manpower management & Recruitment process**
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management.
- Often praised for my innovative ideas, positive outlook and hard working nature. I value my integrity and fast learning capabilities.

HIGHLIGHTED SKILLS

- Knowledge of MS Excel, MS Word and other MS applications
- Good Typing speed
- Excellent Communication and organisational skills
- Conflict Resolution and relationship building
- Energetic and Amiable Personality

PREVIOUS EDUCATION

MASTERS IN BUSINESS ADMINISTRATION IN HR GRADE- A

Sikkim Manipal University(SMU)

NDDY (DOCTORATE IN NATUROPATHY AND YOGA SCIENCE)

MASTERS OF ARTS Delhi University(DU)

BACHELOR OF ARTS Miranda House, Delhi University(DU)

HIGHER AND SECONDARY EDUCATION(CLASS 10TH AND 12TH)

CONTACT INFORMATION

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OBJECTIVE

Looking To further associate myself with an organization which provides me the opportunity to unleash my competencies and use my creativity to move up the learning curve leading to professional as well as personal development.

WORK HISTORY

HR Management Support **NATIONAL INFORMATICS CENTRE SERVICES** **INCORPORATED (NICS)** 2014 TO PRESENT

- Interfacing with management and heads of department for implementing HR Policies and Processes.
- Developing and Maintaining Monthly Progress Reports(MPR) and other operation reports to vendors for salary.
- Recruitment process, screening CVs and Conduction of Interviews
- Resolving Grievances of employees including salary slip issues, eve teasing cases to name a few.
- Handling Transfers and Promotions, issuing work orders of employees for extended hiring and tenure of services.
- Maintaining Biometric attendance.

HIGHLIGHT: Around 500 manpower is handled and managed by me single handedly.

HR Administrator **GREEN CITY LINK** 2011-2014

- Joining and separation formalities, appointment letters and confirmations
- Attendance management
- Organizing Induction programs and Job portals
- Maintaining files of employees
- Maintaining and handling Employee relations and grievances

Office Assistant **MUNICIPAL CORPORATION OF DELHI** 2007-2010

- Checking Building Authorization status
- Preparing weekly and monthly report of regularized properties
- Collecting conversion charges on commercial and residential properties