

DEEPIKA

Human Resouces

A Self-motivated and result oriented MBA HR looking for an opportunity in the field of human resource to grow my skills and knowledge, which can further lead to the growth of the organization.

CONTACT

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- 🡤 🛮 Kanpur, Uttar Pradesh

SKILLS

- Good communication skills (verbal & written)
- Proficient in MS Word, Excel and PowerPoint.
- Well organized details oriented and ability to multitask.
- Ability to lead teams, providing direction and supervision wherever applicable.
- Knowledge in hiring process and Client Relationship Management.

LANGUAGES

- Hindi
- English

RELEVANT EXPERIENCE

HR-CRM Executive

Shivit Technologies Pvt Ltd.- 3.5 months (July21-Nov21)

- Hiring candidates
- Conducting the recruitment process
- Setting up interviews
- Managing vendors for the office
- Billing management for multiple things (phone, internet, F&B)
- Administering HR-related documentation
- Liaise with recruitment agencies
- Maintaining the office decorum
- Taking care of office inventory
- Taking updates of Employee's daily work
- Taking part in daily scrums
- New inquiry follow-ups and meeting schedules as per the CRM
- Existing clients followups
- Payment follow-ups from the client

EDUCATION BACKGROUND

- MBA in Human Resource Management from Kanpur Institute of Management Studies affiliated to AKTU from 2018-2020.
- BBA from Dr. Virendra Swaroop Group of Institutions Affiliated to CSJM University Kanpur from 2015-18.
- Intermediate from Kendriya Vidyalaya No. I AFS Chakeri Kanpur in 2015
- Highschool from Kendriya Vidyalaya No. I AFS Chakeri Kanpur in 2013.