

DIKSHA JAIN

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Career Objective

To be a part of an organization where my skills may be utilized optimally in achieving the organization's goals and where my professional skills may be enhanced.

Academic Profile

- **MBA HR** specialization Pursuing from Symbiosis Pune (2nd year)
- **M. Com.** From IGNOU in the year 2019
- **B.Com** from Delhi University, Delhi in the year 2016.
- **Sr. Secondary (10+2)** from St. Patrick's Jr. College, Agra (ISC board) in the year 2013.
- **Higher secondary (10th)** from St. Patrick's Jr. College, Agra (ICSE board) in the year 2011.

Skill Sets

- Skype, Zoom, MS Office, Tally, Java, C++

Working Experience

I worked as an HR Specialist and Admin Executive in **PropTiger, Noida.**

- Senior Sales Executive in PolicyBazaar.com.

Professional Experience

PropTiger:- PropTiger is an independent real estate advisor with a pan-India presence. PropTiger.com is among India's leading digital real estate advisory firms offering a one-stop platform for buying residential real estate. Founded in 2011 with the goal to help people buy their dream homes, PropTiger.com leverages the power of information and the organization's deep-rooted understanding of the real estate sector to bring simplicity, transparency, and trust in the home buying process. PropTiger.com helps home-buyers through the entire home-buying process through a mix of technology-enabled tools as well as on-ground support.

Roles:-

HR Specialist

- Plan and manage recruitment and selection of staff
- Plan and conduct new employee orientation
- Identify and manage training and development needs for employees
- Develop and implement human resources policies and procedures
- Administer HR policies and procedures
- Administer compensation and benefits
- Ensure compensation and benefits are in line with company policies and legislation
- Implement and monitor performance management system
- Handle employee complaints, grievances and disputes
- Administer employee discipline processes
- Conduct exit interviews
- Review and update employee rules and regulations
- Coordinate employee safety, welfare and wellness

Admin Executive

- Managing Office expense
- Coordinating Office support staff
- Handling Employee requests with travel requirements

PolicyBazaar:- PolicyBazaar.com is India's prominent online life insurance and general insurance aggregator. They are specialized in making comparative analysis of insurance products. The basis for the comparison is price, quality and key benefits. The startup has reputed companies from car insurance, health insurance, life insurance, corporate insurance, and the travel insurance sectors as its business partners.

Roles:-

Senior Sales Executive

- Maintaining Customer relationship
- Created confirmed leads for company
- Verify the customer is informed about policy
- Follow up with customer
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.

Achievements in Extracurricular Activities

- Secured 1st position in T-shirt painting in college-level competition in 2013.
- Secured 2nd position in Fashion Design competition as a designer in college level competition in 2014. ●
- Secured 2nd position at the department level in Mock Interview competition in the Literary Fest 2014. ●
- Secured 2nd position in Fashion Design competition as a designer in college level competition in 2015. ●
- Participated in various Basketball and Athletics tournaments.
- Written articles for school magazines.
- Participated in many stage plays in school and college.
- Given Voice over for various roles and narrations at Annual Day events in school.
- Participated in various Dance programmes

Personal Details

Name : Diksha Jain

Date of Birth : 09-12-1993

Sex : Female

Father's name : Mr. Ashok Jain

Languages Known : English and Hindi

Nationality : Indian

