

# Mansi Dogra

## HR Executive

A dynamic and goal-oriented professional with adopting change and emerging Trends and Technology for Industry requirement to achieve defined Objective and Profitability norms. Looking forward to achieve excellence in career growth through knowledge, abilities and dedication to get the best available learning platform through Industry.

### Personal Info

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**DOB:** November 04, 1996

**Nationality:** Indian

### Profile Summary

MBA in HR with 2 years of experience in Talent Acquisition, On-boarding, Induction, Employee life cycle, Employee engagement, Reference Check. Completed 3 years Stenography Course.

### Language Skills

English: Proficient  
Hindi: Native speaker

### Technical Skills

- Strong MS office Suite (Excel, word)

### Interests

- Listening music.
- Watching movies.
- NailArt

### Professional Experience (November 2018- till now)

**Superb Enterprises Pvt. Ltd ( December 2019- till date )** Delhi, India

#### HR Operations and Employee Engagement

- Joining formalities and first day orientation of new joiners. Induction of new joiner about Process & Policy and introduction to vertical Head.
- Maintain HR-MIS related to New Joiner, Induction, Employee queries, Attendance and Payroll, Promotion and Succession Planning, Attrition & Exit etc and presenting the same to senior management and Stake Holders as per requirement. Handling employee queries and grievances. Ensure to track Confirmation due cases, Exit and F&F Management, ensure F&F closed for all cases on monthly basis.

#### Talent Acquisition

- Partner with stakeholders and prepare pipeline of the future talent.
- Manage complete hiring cycle i.e. Sourcing, Screening, coordinating interviews, offer, pre-joining and post-joining candidate Preparation of PPT & MIS for Recruitment monthly review
- Reference check and Background verification for all the employees and prospective candidates.
- Offer Negotiation and ensure Timely Joining of candidate and update accordingly clients
- Co- Ordinate between Clients and candidates and manage them for business need and ensure completion of Task
- Coordinating with managers, operation team regarding interview feedbacks.
- Prepare Tracker of Recruitment and update all seniors on progress of it

**Karvat-Cover More Group ( May 2018- Nov 2019)** Delhi

#### HR Generalist

- Sourcing across all levels & functions through various channels like job portals (Naukri, Linked In, internal job postings (IJP), employee referrals, consultants etc.

## Extra Curriculars

- Winner of Rangoli competition.
- Head of event management team

- Successfully initiated the Award and recognition program and motivating employees to perform better. Making prize distribution list for target achievers.
- Negotiation with candidate and ensuring earliest joining as per function requirement.
- Analysing requirement according to the specification mentioned by the Client.
- Handling attendance, party organisation, bills payment and grievance handling.

## Education

<b>Post Graduate Diploma in Business Administration</b> <i>Symbiosis University (Pune, Maharastra)</i> Specialization: Major-HR, Minor-Marketing	<b>2018-20</b>
<b>B.com (H)</b> <i>Delhi University, School of Open Learning, Delhi</i>	<b>2014-17</b>
<b>Higher Secondary</b> <i>Rajkiya Pratibha Vikas Vidhalaya , CBSE, Delhi</i>	<b>2013-14</b>
<b>Matriculation</b> <i>Government Girls Senior Secondary School, CBSE, Delhi</i>	<b>2011-12</b>