



JYOTI DUBEY

HR EXECUTIVE

To pursue a career in the organisation with a strong motivation & sheer hardwork & to sincerely contribute for the over all growth at the organisation. At the same time I want to be a constant learner to update my knowledge base in synch with the organisation



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Vasundhra Ghaziabad
2020101

Jyotidubey
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WORK EXPERIENCE

HR EXECUTIVE

Fluper limited • Oct 2021 to till

- Screening of candidates/Application through dialer for in-house requirements process on pan India basis.
- Line-up screen candidates/Applicants for interview through by video-conferencing.
- Conducting interview of candidates through video-conferencing.
- Ensuring quality& quantity of selection of candidates.
- Sending & maintaining all documents/E-mail to the candidates till office joining.
- Proper offer letter issued and copy duly record along with undertaking.
- Confirming & ensuring field duty joining of manager on proper format.
- Past employments verification of every feild manager.
- Coordination with consultancy, outsourcing company,It training companies & campus placement.
- Assist to staff communication & tracking activities for the annual staff surveys, compensation pack, performance management processes, etc.
- Collaborates & participate actively in the development of HR solutions with line managers.

WORK EXPERIENCE

HR EXECUTIVE

Accelerate foundation• Oct 2020 to Sept 2021

- Screening of candidates/Application through dialer for in-house requirements process on pan India basis.
- Line-up screen candidates/Applicants for interview through by video-conferencing.
- Conducting interview of candidates through video-conferencing.
- Ensuring quality& quantity of selection of candidates.
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- Proper offer letter issued and copy duly record along with undertaking

WORK EXPERIENCE

Arya Colletral • Nov 2017 to May 2019

- Communicating with upper management to develop strategic operations goals.
- Developing strategic long-range plans to achieve strategic objectives
- Monitoring operational performance of both internal and external service providers.
- Justify decision and report on them.
- Maintain and update records

EDUCATION

10th CBSE from KVS 2014

12th CBSE from KVS 2016

Bachelor's of commerce 2016 to 2019
from Delhi University

Master's business administration HR
and Finance from Swami Vivekananda
subharti University

ATTRIBUTES

- Flexibility to learn
- Positive thinking
- Team work
- Dedicated and result oriented
- hard work

COMPUTER KNOWLEDGE

Ms office (word, excel, outlook, power
point)

Google drive (Docs. Sheet, slides
forms)

E mail (mail merge, filter folders and
rules)

COMPUTER KNOWLEDGE

Internet suffering working exposé on
the search engine like google & yahoo.

SKILLS

- Leadership
- Computer skills
- Team work
- Good listener skills
- problem solving skill
- Planning and coordination
- Time management
- Detail-oriented

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