



Mukta Dikshit

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Address: New Ashok Nagar, Delhi - 110096

Skills:-

Recruitment, Orientation, On-boarding and Induction, Documentation, Ref check and documentation, Background verification, Maintaining Employees records on Excel, Grievance handling, Employee Engagement, Vendor Management, Exit Interview

Professional Experience:-

January, 2020 to till date, with Talentiro as HR Executive and Admin Responsibilities:

- **Recruitment:-** hire the right candidates through various sources (like Job portals, referrals or via Social Networking sites, consultants), job post, HR round, joining formalities.
- **Documentation:-** offer letter, appointment letter, resignations & relieving letters and employee personal file, and admin related documentation, involved in Documentation of HR Policies, employee personal records.
- **HR Operations:-** HRMS (took participation in implementation of performance management software, created department, designation, organization hierarchy, KRA etc), required credentials of new employee.
- **Employee Engagement:-** employee queries / issues, Celebrating Birthdays and Work anniversaries, Organize events, festivals, adequate

communication with employees to ensure adherence to HR policies and processes.

- **Payroll Support:-** sharing the leaves records for the salary process, salary account opening of new employee ..
- **Admin and Other Tasks:-** vendor management, bills management, records of pantry items and stationary, ID cards, visiting cards, LinkedIn analysis.

April, 2019 to October 2019, with eMDs India Pvt Ltd as Associate HR Responsibilities:

- **Recruitment:-** Hire the candidates through consultant or employee referral, Regular follow up to ensuring the maximum of them are placed successfully with the respective organization, onboarding.
- **Documentation:-** offer letter, appointment letter, transfer letters, promotion & increment letters, resignations & relieving letters, warning letters, notices, background checks and verifications of past employment, employee personal file.
- **Payroll Support:-** maintained payout data of new employees and sharing the same with payroll team on monthly basis, follow-up with the bank person for opening the salary account.
- **Other HR Activities:-** med claim and accidental insurance, esic, grievances handling, employee engagement, HRMS, sales force cases, IJP, exit interviews and exit updates.

October, 2017 to April, 2019, with Recruitment Point as HR Recruiter Responsibilities:

- **HR recruitments:-** worked for different Industries for PAN India for Permanent Position.

Research Project

A Research Project thesis submitted on “**Training and Development in Mawana Sugar Works**” for MBA partial fulfillment.

Academia

- **MBA in (Human Resource & Marketing)** from Dr. APJ Abul Kalam Technical University in 2017.
- **B.Sc.(PCM)** from CCS University in 2012.
- **XII** from AS Inter College affiliated to UP Board, in 2009.
- **X** from AK Inter College affiliated to UP Board, Faridabad in 2007.

***Personal
Information***

Father's Name	:	Mr. Pradeep Kr Dikshit
Date of Birth	:	10 May, 1992
Gender	:	Female
Marital status	:	Single
Languages		English, Hindi