

# Richa Saxena

## Career Objective

Goal-oriented professional targeting challenging assignment in the field of Human Resources with an organization

## Profile Summary

- A budding professional with strong academic background & 5 months of industrial experience
- Exposure of working as per industrial norms; understanding organizational as well as client's expectations, meeting & over achieving targets
- Knowledge of HR functions: **Training & Development, Recruitment, Compensation Management, Induction, Appraisal Methods** & so on
- Worked on various projects such as: Strategies used For Talent Acquisition, Investment Analysis & so on
- Knowledge of **various domains & functions** in different industries
- An effective communicator with excellent analytical & problem- solving skills

## Organizational Experience

**Naukri.com (Info Edge India Ltd.)**  
**Executive, Fastforward Resume Writing**

**Since Dec'17**

### Key Result Areas:

- Mapping client requirements, inputs & understanding their expectations along with providing recommendations as per recruiter's preference & accordingly drafting resumes
- Searching & studying about various domains & the best design for: content, job description & specification, industry jargons & so on
- Extensively using MS Office to produce high-quality, professional- looking documents
- Educating clients of various domains & industries about trends & standards to be used in resume
- Regularly interacting with the clients (all levels including C-level executives) from gathering information to modifications & ultimate delivery

### Highlights:

- Received **Certificate of Excellence** twice for:
  - 109% production, 8.9 cycle days, 100% client satisfaction & nil complaints in Mar'18
  - 120% productivity & 60% first draft approvals & 100% client satisfaction & nil complaints in Jan'18
- Received multiple testimonials from clients as well as appreciations from managers for outstanding output/ performance
- Counseled clients for opportunities & suggested ways that can help them to grow professionally

## Education

- **MBA (HR & Finance)** from Galgotias University, Greater Noida in 2018 (*Result Awaited*)
- BBA from Galgotias University, Greater Noida in 2016; *secured 9.67 CGPA*
- 12<sup>th</sup> from St. Mary's Senior Secondary School, Rampur; *secured 87.2%*
- 10<sup>th</sup> from St. Mary's Senior Secondary School, Rampur; *secured 7.2 CGPA*

## Personal Details

**Date of Birth:** 1<sup>st</sup> September 1995

**Languages Known:** English & Hindi

**Address:** E-56 Beta1, Greater Noida- 201308

**LinkedIn URL:**  
[www.linkedin.com/in/richa-saxena1242](http://www.linkedin.com/in/richa-saxena1242)

## Academic Achievements

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- Awarded for
  - Second position in AD-MAD competition in G-quasar, 2014
  - Highest marks in Business Studies in 12th by AISSCE in 2013
  - Second position in Advertisement Competition in St. Mary's School, 2011

## Internships

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**Organization:** Homeshop18

**Department:** HR

**Duration:** 45 days

**Key Result Areas:**

- Supported in sourcing by extracting resumes from various job portals
- Maintained files of existing employees & new joiners as per check list
- Assisted employees to fill PF forms & transfer funds from previous employer account
- Recorded attendance & supported Compensation Manager in calculating monthly salary
- Analysed competitors of Homeshop18

**Organization:** IDBI Federal Life Insurance Company

**Department:** Finance

**Duration:** 45 Days

**Key Result Areas:**

- Received training on various policies of the company
- Successfully passed IRDA exam
- Responded to client queries & calculated ROI

## Projects/ Conference

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- Prepared reports on:
  - Innovative Strategies for Talent Acquisition in 2017
  - An Analysis of Returns of Indian Banks & it's Correlation with BSE in 2016
  - Investment Alternatives & Buying Behavior of Customers in Insurance Sector in 2014
  - Managing Retail Outlet: Café Coffee Day in 2015
- Presented a research paper on Gender Sensitivity at Workplace in National Conference organized by Teerthankar Mahaveer University, Moradabad in 2014

## Seminar/ Guest Lectures

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- Attended seminar on:
  - National Seminar on Goods & Service Tax (GST) by Galgotias University in 2017
  - Digitalization organized by British Council in 2016
- Participated in guest lectures on:
  - How to innovate like Steve Jobs conducted by Mr. Haja Mohideen in 2017
  - Scope & Opportunities in Dog Industry conducted by Mr. Rana Atheya in 2017
  - Project Management conducted by Dr. Sarvesh Swaroop in 2016