



ISHITA BHASIN

Human Resources

ABOUT ME

Motivated, organized and detail-oriented Human Resources professional seeking an opportunity to utilize expertise in onboarding, offboarding, payroll, recruitment, human resources business partner and employee relations to help an organization reach its full potential. Through my early career in human resources and having 9 months of work experience in people operations, I have focused on ensuring employee queries and ensuring smooth onboardings for UK/EU region employees. I aim to apply sharp interpersonal skills to drive progress and create a positive employee experience.

WORK EXPERIENCE

26th June'23 - 22nd March'24 (Contractual Job - Full Time)
Elevate Services India Pvt. Limited

Associate – Operations (People)

- Managed end to end HR processes – onboarding, offboarding, leave tracking, letter generation, updating data for Europe and UK region.
- Set up new profiles for hires in several cloud-based system (QuickBase).
- Initiated background check verification via Sterling and Credence for the candidate's beginning of onboarding process.
- Prepared contracts/agreements for the new hires for Poland and UK region.
- Set up payroll arrangements for new hires and terminate ex-employee profile on ADP.
- Acted as a first point of contact for all employee queries (Including payroll-basic).
- Sent welcome email to new candidates and introduced them internally.
- Prepared SOP's for the process workflow.
- Obtained hands on experience on various tools like ADP, quickbase (Elevated HR), fieldglass, 15five, sterling, credence, docuSign and GT Thornton.

VOLUNTEER AND COMMUNITY INVOLVEMENT

Member: Rotaract Club of Young Visionaries (August 3, 2022 – June 17, 2023)

Secretary (Reporting): Rotaract Club of Delhi Dynamic Leaders (July 1, 2023 – Present)

☎ 9953097556

✉ ishibhasin2@gmail.com

📍 Faridabad, Haryana

🌐 LinkedIn:
<https://www.linkedin.com/in/ishita-bhasin-7196741b3/>

EDUCATION

College of Vocational Studies, Delhi University

Degree: B.A (Voc.) Human Resource Management:
2020-2023

Delhi Public School, Faridabad:

Class XII (C.B.S.E.) - Secured 92 %
(2020)

Class X (C.B.S.E.) - Secured 78.6%
(2018)

SKILLS

- Backend Operations-HR
- Background Check process
- Knowledge in MS Excel and MS PowerPoint
- Onboarding & Offboarding Recruitment
- Screening Resumes
- Sourcing Talents
- Interviewing
- Payroll (Basic)
- Team Collaboration
- Professional Tarot Card Reading(As a hobby)

INTERNSHIP EXPERIENCE

TALENT ACQUISITION TRAINEE | BYLD GROUP | 15TH FEB'23 - 26TH APRIL'23

- Communicated with hiring managers to identify future job openings and the technical requirements for those jobs.
- Screened applicants for competency with the job requirements.
- Arranged telephone, video, and in-person interviews.
- Presented the resumes of the most suitable candidates to the hiring manager, offered job positions and completed the relevant paperwork.
- Kept track of all applicants and kept them informed on the application process.
- Worked on ATS Ceipal.

HUMAN RESOURCES INTERN | TECH IS | 3RD JAN'22 - 14TH FEB'22

- Understood the process of job support team, checked applications, prepared HR reports as needed.
- Allotted different candidates and on behalf of them I used to apply their specific job which they needed.
- Worked for data analyst, frontend/ backend, data/mechanical engineer positions.
- Worked on resumes as well as cover letters of candidates.
- Worked on ATS Huntr.

HUMAN RESOURCES OFFICER TRAINEE | INTERNATIONAL LEARNING PLANNERS (ILP OVERSEAS) | 1ST NOV'21 - 1ST JAN'22

- Posted internship openings for various profiles.
- Responsible for execution of HR management process.
- Assisted human resources team in the organization with management and maintenance of records of HR processes.

HUMAN RESOURCES INTERN, GODWILL PLANNERS | 1ST NOV'21 - 1ST DEC'21

- Posted internship openings on LinkedIn and hired potential candidates for various departments.
- Maintained employee records and database on excel sheets.
- Daily communication with HR head in regard to the working of the organization.