

Resume

JYOTI DIXIT

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Career Objective:

Long-term career objective is to obtain a senior level position in an Organization through my hard work, commitment and quality work. Dedicate my service for growth of it concern and to be dynamic part of the concern interest to work in challenging environment.

Working Experience:-

3+Years' experience in recruitment (It and Non IT Recruitment) and generalist activities.

Company:-Vision InfoSystems Pvt. Ltd

Position: - SR. HR Executive

Mar'18to Till Date

❖ Responsibilities:

- **Recruitment –**
 - Understanding manpower requisition from the concerned department.
 - Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
 - Sourcing candidates that match the desired skills.
 - Screening the candidates by conducting telephonic or personal interviews as the case may be.
 - Encouraging the employees to provide reference for better prospects.
 - Arranging for technical interview and coordinating with the concerned person.
 - Communicating the employment status to the applied candidates.
 - Maintaining and updating the database of the candidates.
 - Doing a background verification of the shortlisted candidates.
- **Induction and On-boarding-**
 - Providing offer letter to the selected candidate and issuing appointment letter with brief working agreement or policies.
 - Giving a description on the policies, procedures and culture followed by the company.
 - Properly filing relevant document of the new joining as required.
 - Introducing them to the team.
 - Explaining the mode of communication.
 - Coordinating with the IT team to get their email id made.
- **HR Policies and HR Manual-**
 - Keeping a track of the attendance and leaves of the employees.
- **Performance Management-**
 - Maintaining monthly record of the employee's performance with the help of Head Departments.
- **Employee Engagement-**

- Planning events.
- Celebrating birthday/ Work anniversary/Marriage Anniversary.
- **Statutory Compliance-**
 - Leaves – as per the act that is applicable to you.
 - PF/ ESIC
 - **Exit Formalities-**
 - Conducting exit interviews of candidates who are resigning.
 - Issuing relieving letter and letter of experience.
 - Doing the full and final settlement for the person.
 - 10. Compensation and Benefits-
 - Designing the salary structure for employees.
 - Helping accountant in making salary by giving him the data of employee attendance.

Company:- IT CONS E Solutions Pvt. Ltd.

Position :- Sr. Executive HR

Mar'17 to Nov'17

- **Recruitment:-**
 - Handling End to end recruitment life cycle (Screening, Interviewing, Offer letter generation etc.)
- **Orientation:-**
 - On-boarding
 - Induction
- **Personal Administration:-**
 - Maintaining the Employee Database and all personal files.
 - Attendance Management, Generation of reports, leave and Attendance management,
 - Issuing the Offer Letter, Appointment letter, Confirmation letter, Increment letter, Relieving letter, Experience letter.
 - Performance Management.
 - **Employee Relation:-**
 - Handling Employee queries regarding policies and procedures.
 - Support the HR Head for all HR related activities.
 - Employee Engagement Activities.

Company:- Margdarshak Consultant (P) Ltd.

Position :- Associate Consultant

October'15 to Feb'17

- HR Operations
- Recruitment (It and Non It)
- On-Boarding
- Employee Orientation
- Employee Engagement
- Grievance Management
- Vendor Management
- HR Information Systems
- Exit Formalities

Clients Handled :- Micromax, Vodafone, Max Bupa, Samsung, Sony India.

Aurelius Corporate Solution.

Associate Talent Acquisition

June'14 to September'15

Responsibilities:-

- High impact communicator effectively presenting and conveying information through written and verbal conduct with customers, team members and top-tier executives.
- Understanding the requirements from the company.
- Sourcing and screening the right candidates through various sources like Job Portals, references and Done headhunting.
- Searching the Profile from the Job Portals to match the requirement of clients.
- Screening the CV of candidates according to the requirement of the clients.
- Scheduling the shortlisted candidates for the interview.
- Scheduling Face to Face interviews with technical team.
- Maintaining regular interaction with the candidates regarding the interview status and Coordinating them till training was done.

Clients Handled :-HCL, TCS, Tech Mahindra .

Educational Details

Professional Qualification:

- MBA from GNIOT Group of Institution ,Greater Noida (Mahamaya Technical University)
- **(Specialization - HR & Finance)** in 2014
- Bachelor of Science from Shri Chitragupt Post Graduate College Mainpuri (Dr. Bheem Rao Ambedkar University) in 2011.
- **(Specialization - Biology)**

Academic Qualification:

- Senior Secondary from Christian Inter College Mainpuri (U.P. Board Allahabad) in 2008
- Secondary from Christian Inter College Mainpuri (U.P. Board Allahabad) in 2006

Industrial Training: -

Company Name: Franco Leome Shoes Private Limited, Greater Noida.

Duration: 4 weeks (August 2013)

Competencies & Skills:

- Always ready to take initiatives
- Good at managing situations and people
- Good knowledge of computers and software
- Quick Learner & Accept Challenges
- Conceptual skills

Interests:

- Like to relate with people & stay in discipline
- Internet browsing

Personal Details:

❖ Date of Birth	:	1 st July 1991
❖ Father's Name	:	Mr. Ram Sharan Dixit
❖ Father's occupation	:	Farmer
❖ Languages spoken	:	English, Hindi
❖ Permanent Address	:	Mainpuri U.P.
❖ Nationality	:	Indian
❖ Marital Status	:	Single

Declaration:

I, hereby declare that all information provided here are authentic and I take complete responsibility if any of it is found to be false. I would be pleased to provide with further information if asked.

Place:

Date :

Signature: