**NAMITA DHUYA**  
**Mob. No:** **+91-8448765776**  
**E-mail:** [**Dhuanamita834@gmail.com**](mailto:Dhuanamita834@gmail.com)

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**Career Objective:**

Almost 2 years of experience in HR Domain and seeking a position with major responsibilities that will effectively utilize my communication, organizational skills and experience which can be fully utilized while gaining new experiences and knowledge.

**Profile Summary:**

* Having 2 years of experience in HR Admin.
* Experience in Candidate Screening, Interviewing, Reference & Background check.
* Experience in preparing various reports for management and candidate on-boarding & Off-boarding.
* Work closely with the Senior staff & IT department for interview follow-up & regular updates.

**Strengths:**

* Problem Solving.
* Time Management.
* Self Confidence.
* Handling Work Pressure.

**Education:**

* Graduation (B.A.) from Rabindranath Tagore University.
* Schooling from West Bengal Board, Kolkata.

**Technical Skills:**

* Microsoft Excel to prepare various reports.
* MS word to create documentations.
* PowerPoint to prepare PPT for meetings.

**Work Experience:**

**Magnious solutions private limited**

**Customer Executive March, 2020 - Present**

* Acting as a point of resolution for customers who have complaints.
* Using good judgement and initiative, developing resolutions to complaints by telephone.
* Following correct escalation procedures to Line Management and/or Customer Relations.
* Obtain and evaluate all relevant information to handle inquiries and complaints.
* Direct requests and unresolved issues to the designated resource.
* Record details of inquiries, comments and complaints and actions taken.
* Communicate and co-ordinate with internal departments.

**Shivansh Solutions Pvt. Ltd**

**HR Admin/Data Coordinator from August, 2018 – March, 2020**

**Roles & Responsibilities:**

* Maintain whole hiring data and keep track of every team member.
* Sharing reports as requested by manager.
* Meeting arrangements.
* Responsible for the entire service center and act as one point of contact for all the employees.
* Attending calls and drafting emails.
* Partnering with hiring managers to determine staffing needs.
* Screening resumes.
* Shortlist and calling candidates for lineups.
* Phone interviews with candidates.
* Performing reference and background checks.
* Making recommendations to company hiring managers.
* Coordinating interviews with the hiring managers.
* Following up on the interview process status.
* Communicating employer information and benefits during the screening process.
* Completing timely reports on employment activity.

● Maintain and update status of all ongoing positions i.e status of interviews, candidate

shortlisted for various rounds.

● Induction and Joining Formalities and Exit Formalities.

● Time & Leave Management and Payroll Administration.

**Personal Information:**

Name : NAMITA DHUYA

Nationality : Indian

Maritial Status : Unmarried

DOB : 28/05/1998

Address : House No. 2, Gate No 9, Mandakini Enclave(Greater Kailash 2)

Delhi-110019

Languages Known : English and Hindi and Bengali

I hereby declare that all the above stated information is true as the best of my knowledge.

**Date:**

**Place: Delhi NAMITA**