***Varsha Dhillon***

Mobile: - 9643289838

E-mail:- varsha.dhiln@gmail.com

**Career Objective:**

*To work with maximum potential, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.*

**Experience:**

Company Name**:-Trux App Pvt. Ltd**

Designation:-**Junior HR Executive (20th June 2018-31st July2019)**

*Roles & Responsibilities:-*

* End to End Recruitment & Coordination (Job description creation, job posting, screening, selection, salary negotiation, on-boarding, training and development etc.)
* IT and Non-IT recruitment.
* HR administration & operations.
* Leave and attendance Management.
* Managing employee relations.
* Database Management (Employee Verification, Attendance, MIS, Employee documents)
* Employee Engagement Activities.
* Vendor & Event Management.
* Exit Management.

Company Name:-**CHC Healthcare**

Designation:-**HR Executive (26thFebruary 2017- 14th April 2018)**

*Roles & Responsibilities:-*

* Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers.
* End to end recruitment /Coordinating with the consultants/ knowledge of sourcing through portals/social networking sites /referencing.
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees.
* Background verification of new employees.
* Conducting inductions of new staff.
* Employee Engagement Activities.
* Maintaining HR MIS up to date.
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
* Leave & Attendance Management.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **School/College** | **Year** | **Percentage** |
| MBA | Sikkim Manipal University | 2020 | 7 (CGPA) |
| B.COM | DELHI UNIVERSITY  (Non-College) | 2015 | 60 |
| Higher Secondary Examination (C.B.S.C) | Bhai Joga Singh Khalsa School | 2011 | 75 |
| Secondary Examination (C.B.S.C.) | Bhai Joga Singh Khalsa School | 2009 | 79 |

**Computer Proficiency:**

* Basic operations on internet.
* Excellence working on MS.Excel and MS.Word

**Personal Details:**

Date of Birth : 4thMarch 1994.

Father’s Name : Late. Vipin Kumar

Permanent Address : D-24, Dabri Extension,New Delhi-110046.

Languages Known : English, Hindi

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge.

**Date: - *Varsha Dhillon***