



Aditi Mishra

HR Generalist

OBJECTIVE

PROFESSIONAL CAREER

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills, knowledge and honesty for taking the organization to a higher level and adding quality of the operations, as a professional.

PROFESSIONAL SKILLS

- MS -Office
- Communication Skills
- Project Survey
- Google Analytics
- Interpersonal Skills

PERSONAL SKILLS

- Communication (Spoken &Written)
- Team player
- Quick Learner
- Flexible
- Multi-tasking
- Critical thinking
- Research

Human Resource Executive

QuadB Apparels Pvt. Ltd. | March 2021 - October 2021 (7 Months)

Roles & Responsibilities

- IT Recruitment.
- On-boarding Process.
- Attendance Management.
- Documentation.

Human Resource Executive

Omninet-technologies Pvt Ltd. | January 2022 –Till date

Roles & Responsibilities

- Domain Expertise: Recruitments (IT)
- Interviews Joining Formalities
- Developing the induction programs for the new recruits.
- Developed the exit process for the employees
- Time to time add updates in to Employee's files
- Prepare MIS reports such as absenteeism
- PIS ID Creation

Internship Experience

Human Resource Intern

Neva Garments Pvt. Ltd. | June 2019- July 2019

Roles & Responsibilities

- All Hr Related activity

Achievements

- Participated in CII Majestic Skill Will Lead Competition.
- Participated in workshop on Digital Marketing at GGNIMT.
- Certified in Skill Development Initiative by CII.

- Attended Workshop at Regional Centre for Entrepreneurship Development for Skill

Development in Start-ups.

REACH ME AT:

Mobile: [+9872250237](tel:+9872250237)

Email: Aditimishra3099@gmail.com

Address: Vinay khand 4 ,Lucknow

LinkedIn:

<https://www.linkedin.com/in/aditi-mishra-4508051ab>

ACADEMIC HIGHLIGHTS

Master's in Business Administration | Passed in 2020

Punjab Technical University

Bachelor in Computer application | Passed in 2018

Integral University