

SUMMARY

Detail-oriented HR professional with expertise in recruitment, onboarding, and employee engagement. Skilled in compliance and talent acquisition strategies, with a proven ability to foster positive workplace culture, resolve conflicts, and manage HR operations. Adept at streamlining processes, boosting employee satisfaction, and driving organizational growth through effective HR management."

EXPERIENCE

08/2024 - 10/2024	<div>HR Executive/Recruiter- (Internship)</div> <div>Speshally Nhs</div> <ul style="list-style-type: none">Managed recruitment processes, including job postings, resume reviews, and interview coordinationMaintain records systematically, such as employee files and recruitment data.Ensure accuracy in documentation and compliance with company policies.Managed multiple HR tasks simultaneously
03/2023 - 07/2024	<div>Client Relations Executive</div> <div>Teeg</div> <ul style="list-style-type: none">Coordinated client-facing events and presentations to highlight service offerings.Built strong client relationships by understanding their needs and delivering tailored solutions.Monitored client accounts, provided regular updates, and ensured project deliverables met expectationsOrganized client meetings, networking events, and presentations to enhance engagement.
01/2022 - 04/2023	<div>Client Relationship Management (Freelancer)</div> <div>Dream Events</div> <ul style="list-style-type: none">Led multiple event projects with precision, meeting deadlines and client specifications.Negotiated contracts with clients and vendors, ensuring mutual benefits.Crafted customized proposals, including budgets, timelines, and service plans.Increased client satisfaction through high-quality service delivery.

EDUCATION

03/2023 - Present	<div>Human Resources</div> <div>Welingkar Institute of Management</div> <div>Management (PGDM) - Human Resources (Hybrid Program)</div>
03/2020 - 03/2023	<div>English Literature/ History</div> <div>B.K.Birla College</div> <div>Bachelor of Arts in English Literature</div>
04/2021 - 08/2022	<div>Events management and Marketing</div> <div>NEAMD</div> <div>Diploma in Events and Marketing</div>

CERTIFICATES

10/2024 - 12/2024

Human Resource Management -
Great Learning

SKILLS

Employee Relations	Intermediate	Excel	Intermediate
Onboarding Processes	Intermediate	Recruitment Strategies	Intermediate
Presentation skills	Intermediate	Communication Skills	Expert

LANGUAGES

Hindi	Fluent	English	Fluent
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