



# HITASHA JAIN

HR PROCESS MANAGER

## PROFILE SUMMARY

Experienced HR Process Manager adept at meeting company goals and fostering positive workplace culture. Skilled in multitasking, adapting to new situations, and leading high-performing teams.

## CONTACT ME

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 Gwalior, M.P

 <https://www.linkedin.com/in/hitasha-jain-733a0b269/>

## Experience

### ➤ SCICOMM INDIA (September 2023-Present) HR PROCESS MANAGER

1. Client engagement proficiency shown.
2. Led talent acquisition process.
3. Managed project planning comprehensively.
4. Enforced quality control rigorously.
5. Conducted regular feedback meetings.

### Event Management Specialist

1. Event coordination and logistics.
2. Smooth execution and problem-solving.
3. Attendee feedback collection.
4. Detailed reporting and budgeting.

### ➤ Teacher's Tree Consultancy

HR RECRUITER (April 2023-August 2023)

1. Candidate identification and sourcing.
2. Screenings and suitability assessments.
3. Record maintenance and updates.
4. Active team participation.

## SKILLS

- Leadership and Motivation
- Quality Assurance
- Team Management
- Project Management
- Interpersonal Skills
- Recruitment & Staffing
- Employee Relations
- Training & Development

## EDUCATION

### **JIWAJI UNIVERSITY**

*Master's in Business Administration*  
2019-2021

### **JIWAJI UNIVERSITY**

*Bachelor's in Commerce*  
2016-2019

### **Makhanlal Chaturvedi University**

*Diploma in Computer Applications*  
2020