



Ankita Dubey

Human Resource
(Assistant Manager)

MY PROFILE



My name is Ankita Dubey, I am a Specialist experienced employee. At a relatively young age, I worked with several well-known Organisations.

SKILL



- Canva
- Communication
- Project Management

EDUCATION



2018

10th
Deep Public School
(CBSE BOARD)

2020

12th
Deep Public School
(CBSE BOARD)

2023

Graduation in the field
of journalism and mass
communication
GGSIU
(IP)

EXPERIENCE



Human Resource (Assistant Manager) 15th November 2023 - 14th February 2024
Mooz offices India Pvt Ltd, Gurgaon, Haryana

- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement.
- Provided guidance on employee relations and matters of corrective action.
- Managed company organizational structure, responsibilities, and staffing levels, creating a strong hierarchy.

Human Resources Coordinator

- Scheduled interviews for candidates across different roles.
- Managed and administered 100% of pre-employment assessments to prospective candidates
- Assisted with new employee onboarding, and ensured all pre-employment forms were completed within 72 hours
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires.

Specialist experienced employee 08/08/22 – 14-06-2023

People strong, Gurgaon, India

- Payroll administrator.
- Research payroll errors and processing.
- Serve as a business partner executing strategic HR initiative across department from staffing and performance management to compensation planning succession planning and employee communication among others.
- Proficiently utilise the companies HRIS system to enter manage and monitor pertinent HR- related information.

Intern 08/2021 – 09/2021

The Intermedia Corporation, New Delhi, India

- Team building experience.
- Collaborative work experience.
- Work Management

CONTACT



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