

Sunaina

Professional Summary

Pamposh enclave
New Delhi, 110048
India
8287846964
aryalsunaina@gmail.com

DATE OF BIRTH

13-06-2000

Skills

Communication Skills
Ability to Work Under Pressure
Fast Learner
Ability to Multitask
Behaviour management
Microsoft Office
Effective Time Managment
Critical thinking and problem solving
Customer Service

Languages

Hindi

English

Professional Summary

Highly motivated HR with a passion for developing and implementing effective HR strategies. Skilled in employee engagement, recruitment, training, and talent management. Collaborative team player with great communication and problem-solving skills, committed to driving organizational success through innovative HR practices.

Employment History

Recruiter (assistant), Just jobified pvt. ltd., New Delhi

08/2022 - 02/2023

- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties.
- Sourced candidates through social media platforms, validating suitability for available persons.
- Worked with wider HR team to advise managers on candidate pay rates, training and career progression.

Education

M.COM, IGNOU, New Delhi

07/2023 - Present

B.ED, GGSIPU, New Delhi

08/2022 - 07/2024

B.COM (HONS.), GGSIPU, New Delhi

08/2019 - 08/2022

11-12th, VSSKV Kalkaji, New Delhi

03/2017 - 06/2019

10th, KGSBV Chirag Enclave, New Delhi

03/2016 - 04/2017

Internships

HR Assistant Intern, 3A traders

06/2021 - 12/2021

- Assisted in HR functions such as recruitment , Employee onboarding , Documentation , Organizing happy hours.
- Managed company's hiring processes , assisting in tasks such as creating job descriptions and selecting candidates.

Courses

Advanced computer course, Lal bahadur shastri training institute

04/2017 - 07/2017