Monalisa sahu

HR Associate

💼 1 Year 8 Months | 📱 (+91) 7291092715 | ✉️ sahumonalisa555@gmail.com

📄 Profile Summary

Experienced Human Resources Assistant dedicated to providing exceptional support within the HR department. Proficient in multitasking, appointment management, report preparation, and log maintenance. Committed to following established procedures and leveraging HR expertise to efficiently fulfill responsibilities. Adept at applying knowledge of HR best practices to contribute to the overall success of the department and organization.

📖 Education

MBA/PGDM, 2025

Symbiosis International University

B.A, 2021

Delhi University - College of Art

12th, 2017

CBSE, English

🏢 Work Experience

Feb 2023 - Present

HR Associate
Delhi Duty Free Services (DDFS)

- Handled end-to-end recruitment process by identifying potential candidates, reviewing applications, conducting screenings and interviews, while maintaining regular communication with candidates.
- Executed various administrative responsibilities like emailing, managing paperwork, and conducting background/reference checks.
- Provided seamless experience for new joiners through efficient management of complete end-to-end onboarding

🔧 Key skills

- Excel
- PowerPoint
- Data Management
- Data Entry
- MS Office Word
- MS Outlook

📄 Personal Information

City	**New Delhi**
Country	**INDIA**

🔖 Hobbies

- Printing

💬 Languages

- English
- Hindi
- Odiya

and pre-onboarding formalities.

- Pre-Onboarding:

1) Employee Code (Generate & Allocate)
2) Medical, background and criminal verification check.
3) Providing Official SIM Card, Visiting Card, Seat Allocation, Joining Kit, Official Laptop, Biometric and ID Cards.

- Onboarding & Employee Life Cycle:

1) Documentation 2) Ascent - Data Creation, Data Upload, Photograph Upload 3) Payroll Input of new Joiners 4) Insurance Input of new joiners 5) Personal Files Completion & Signature.
6) Distribution of Joining Kit- LOI, Appointment Letter, Training Checklist, Job description, Escort List, Name Batch, ID Card, Airport Pass Copy.

- Maintained and updated employee master and joining tracker to ensure 100% audit compliance.

- Maintained expense tracker and ensured timely bill submission for all onboarding related expenses.

- Executed following Communication Forum & Employee Engagement initiatives

1) Prepared presentations for reward and recognition events, distributed certificates to winners, and sent invitation emails and thank you cards.
2) Birthday Celebration: - Invitation Email and Blocking the Calendar of the senior.
3) Frequently interacted with employees on the shop floor, addressing concerns and queries effectively.
4) Organized monthly Fun Activities and prepared related posters.

Oct 2022 - Dec 2022

Human Resources Associate

Radisson Blu Hotel

1. Streamlined end-to-end hiring processes.
2. Ensured accuracy by maintaining and updating employee records in the master and joining tracker systems.
3. Facilitated the smooth execution of the termination process, ensuring compliance with company guidelines.
4. Efficiently scheduled interviews, meetings, and events, optimizing operational productivity.
5. Managed intern stipend preparation and efficiently maintained their monthly roster, ensuring timely and accurate payment.
6. Collaborated in the development of policies and procedures, contributing valuable insights to enhance organizational effectiveness.
7. Orchestrated the seamless process of reference and background checks, ensuring thorough assessment of potential candidates.

Jul 2021 - Jun 2022

Human Resources Intern

Holiday Inn, Mayur Vihar

- Provided support to HR department by assisting in recruitment activities such as coordinating with job applicants and conducting interviews.

- Facilitated smooth integration of new staff members into the company culture by offering a warm welcome and introducing them to their work environment.
- Ensured timely and accurate processing of intern stipends.
- Created documentation for new employees

Certification

- Certified as Intern Of the month
- Agilo Skill India - Basic Computer Course