

Zubiya

9319150798 · Zubiyaofficial@gmail.com · www.linkedin.com/in/zubiya-jv
Delhi, India

SENIOR HR EXECUTIVE

Dedicated and results-driven HR professional with 3 years of experience in various aspects of human resources management. Proven track record of successfully implementing HR strategies and initiatives to support organizational goals. Seeking a challenging Senior HR Executive position where I can utilize my skills in recruitment, employee relations, performance management, and HR operations to contribute to the growth and success of the company.

KEY COMPETENCIES

Recruitment and Selection
Payroll and Compensation
Employee Benefits
Event Management

Training and Development
Performance Management
Maintain the budget
Policy Development & Termination

Decision making
Communication skills
Leadership, Confidentiality
Teamwork, Negotiation

PROFESSIONAL EXPERIENCE

Frequent Research Feildwork Solution Pvt. Ltd
Senior HR Executive

2022 - Present

Role & Responsibilities ::

- Successfully sourced and recruited candidates through various channels, resulting in a 20% reduction in time-to-fill positions.
- Coordinated interviews and selection processes, ensuring a seamless candidate experience.
- Facilitated the onboarding process for new hires, including orientation and training sessions.
- Addressed employee queries and concerns, fostering a positive work environment.
- Assisted in resolving workplace issues and conflicts, promoting employee relations.
- Coordinated performance appraisal processes and supported in the development of performance improvement plans.
- Identified training needs and coordinated training programs to enhance employee skills and performance.
- Prepared HR-related reports and metrics, analyzing data to identify trends and areas for improvement.
- Planned and executed employee engagement initiatives, resulting in increased employee satisfaction.

Study Palace Hub
HR Executive

2021 - 2022

Role & Responsibilities ::

- Manage the end-to-end recruitment process, including job postings, interviews, and job offers.
- Ensure new hires complete required paperwork and understand company policies and procedures. Organize company events, recognition programs, and meetings to understand employee satisfaction.

- Facilitate internal communication related to HR policies, procedures, and announcements.
- Tracking training records and ensuring compliance with training requirements.
- Assisting in the resolution of disputes and conflicts among employees to foster a harmonious work environment.

Career Pathshala

HR Intern

2021 - 2021

Role & Responsibilities ::

- Support recruitment efforts, including posting job openings and scheduling interviews.
- Maintain and update employee records, ensuring data accuracy and confidentiality.
- Coordinate training sessions, track attendance, and assist in the development of training materials.
- Observe and learn about HR functions, processes, and best practices from experienced HR professionals.

Achievement's ::

- I have successfully organized a 2-day office trip.
- I have completely made the policies for the company.
- Elected as Head Girl in the 10th standard where I handle responsibilities & Leadership among the students.
- Represented the school in Public Speaking & Debate Competition.

EDUCATION

Delhi University

BA Graduation

12th | Kamdhenu

From Arts stream

10th | Govt Sarvodya Kanya Vidyalaya

Declaration:

The information furnished above is true to best of my knowledge and belief.

Zubiya