

# ISHITA

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## Summary

Resourceful and dependable Human Resource professional with proven expertise in talent acquisition, employee engagement, performance management, and HR operations. Skilled in managing diverse HR functions, fostering inclusive work cultures, and driving operational efficiency. Adept at aligning employee development with organizational objectives in dynamic environments.

## Key Skills

- **Talent Acquisition:** End-to-end recruitment, interview coordination, and onboarding.
- **Training & Development:** Curriculum planning, LMS management, and employee orientation.
- **Employee Engagement:** Organizing virtual and in-office engagement programs to enhance morale.
- **Performance Management:** Collecting and analyzing feedback, preparing appraisal reports, and fostering improvement.
- **Employee Relations:** Grievance handling, intern management, and conflict resolution.
- **HR Operations:** Payroll processing, compliance management, and policy implementation.
- **Interpersonal & Team Management:** Effective communication, collaboration, and adaptability.

## Professional Career

### NestorBird

#### Human Resource Executive

*[Apr 2024- Presently working]*

- **Recruitment:** Led recruitment for technical and non-technical roles, including planning hiring strategies, screening candidates, and ensuring efficient onboarding processes.
- **Training & Onboarding:** Designed and executed 10+ training programs to ensure smooth onboarding and upskilling in the organization
- **Enhanced Engagement:** Planned and conducted engagement activities like "Fun Fridays" or any event to promote a positive work environment
- **Performance Management:** Improved performance management systems by providing clear feedback and actionable suggestions in every quarter
- **Employee Relations:** Handled employee relations, resolved grievances, and managed smooth operations for interns & lateral employees
- **Payroll & Admin Support:** Assisted in payroll making & processing, supervising attendance, handling transactions, and making reports

### Primefox Infotech

#### Human Resources Generalist

*[Nov 2022 - Mar 2024]*

- **Recruitment:** Conducted initial interviews, managed job consultant communications, and ensured hiring goals were met
- **Onboarding & Induction:** Negotiated salary offers and facilitated group onboarding, including orientation and induction programs
- **HR Administration:** Maintained accurate employee records, managed attendance, and prepared payroll reports
- **Team Building:** Organized company events and celebrations, strengthening team dynamics and boosting employee morale
- **Exit Management:** Conducted efficient exit interviews and managed full-and-final settlements, ensuring smooth transitions for departing employees

## Education

**Bachelor of Commerce**, Daulat Ram College, University of Delhi | 2022 | CGPA: 8.848 (Graduation with Distinction)  
**12th (Commerce)**, Mukand Lal Public School, CBSE | 2019 | 94.4% (Subject Topper: Accountancy & Computer Science)

## Additional Achievements & Responsibilities

### Internships

- **Global Virtual Intern**, IIDE – The Digital School | Mar 2022 – Apr 2022
  - Designed and executed comprehensive social media marketing campaigns, SEO strategies, and content creation tasks.
  - Recognized as **Intern of the Month** for delivering exceptional performance in marketing campaigns.
- **HR Intern**, Homeflic Wegrow | Mar 2021 – May 2021
  - Achieved **revenue generation of ₹78,060** through innovative marketing campaigns and efficient team management.
  - Promoted to Team Leader, **managing over 50 interns** across two teams, ensuring smooth execution of goals and targets.
- **HR Intern**, Leaders for Tomorrow | Jun 2020 – Jul 2020
  - Spearheaded **team formation** for NGO projects and ensured the effective planning and execution of social impact initiatives.
- **Social Media Coordinator**, Edvizo | Feb 2020 – Apr 2020
  - Conducted successful **outreach campaigns**, generating quality leads through targeted social media promotions.

### Positions of Responsibility

- **MIS Head**, Placement Cell, Daulat Ram College | 2021 – 2022
  - Managed and streamlined student registration data, ensuring accuracy and consistency.
  - Co-authored **Saaranch – The Placement Cracker**, a comprehensive guide for placement preparation.
- **Marketing Executive**, TEDxDRC | 2021 – 2022
  - Strategized and executed promotional campaigns for TEDx events, driving engagement and participation.
  - Awarded **Top Performer** for significant contributions to event success.
- **Sponsorship Head**, SPICMACAY, DRC Chapter | 2020 – 2021
  - **Successfully secured sponsorships** for cultural events, enhancing resource availability and participant experience.
  - Provided mentorship and guidance to team members for executing events and webinars.
- **Management Team Member**, Department of Commerce, DRC | 2019 – 2020
  - Played a key role in **planning and executing** the department's annual fest, focusing on event management and social media outreach.