

HARSHIT DUBEY

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Summary

I am an HR professional with a Master's degree in Human Resource Management from Aligarh Muslim University and a Commerce graduate. My goal is to use my strengths to the benefit of the organization and also contribute to my individual growth. I have worked with companies like Cognizant Technology Solutions as an HR Coach, and am currently working as the HR & Admin Executive with Daiki Axis India Pvt. Ltd. I especially value comprehensive approaches and believe in employing panoramic work methods. I am also eager to embrace all challenges that will help in the development of essential skills and push me to perform to the best of my abilities.

Experience

HUMAN RESOURCE EXECUTIVE | 10/2022 - Current

Daiki Axis India Pvt. Ltd. - New Delhi, India

- Managed the hiring processes within the company, dealing with matters including writing Job Descriptions, reviewing CVs, interviewing, and selecting candidates.
- Handle onboarding processes by organizing paperwork, gathering training manuals, and generating Offer letters and contracts.
- Corresponded with employees to keep up to date on personal details, financial records, and sensitive information.
- Identified issues, analyzed information, and provided solutions to problems.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Handled employee documentation, including contracts, recruitment paperwork, starter packs, new hire guides and company manuals.
- Communicated with employees on account updates, benefits, etc when requested.
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Created reports for accounts regarding employee pay, providing information such as holiday and sick pay.
- Updated employee databases, updating items such as sick pay, maternity and holiday.
- Met budget targets through responsible planning and resource allocation.
- Built relationships with external recruitment agencies to source short- and long-term staff for roles across organisation.
- Organised employee appraisal reviews to discuss performance with managers and assess compensation.
- Drafted termination paperwork and exit interviews to comply with release procedures.
- Organised orientations, events and activities for employees to deliver objectives of organisation.
- Executed employee contract adjustments to reflect promotions or wage increases.
- Reconciled monthly payroll, working closely with reporting team on net pay, advances and pensions.

HUMAN RESOURCES COACH | 03/2022 - 08/2022

Cognizant Technology Solutions - Noida, Uttar Pradesh

- Enhanced working relationships by conducting team-building activities for associates.
- Maintained daily attendance records of the associates and interns.
- Supported senior HR staff in gathering and processing invoices and time sheets.
- Carried out face-to-face, telephone, and Zoom interviews with job applicants to prioritize best-performing candidates.
- Collected ID and compliance documentation from applicants for thorough staff records.
- Used Human Resources experience and related knowledge to offer dependable, comprehensive HR

department support.

- Developed team communications and information for meetings.

BUSINESS DEVELOPMENT TRAINEE | 09/2021 - 11/2021

BYJUS - Kasganj, India

- Used Facebook, Instagram and LinkedIn to promote products and events.
- Created fresh, engaging and compelling copy for marketing and promotions.
- Tracked sales, click-through rates and conversion rates by marketing campaign for comparison.
- Selected, trained and performance-managed staff to handle high workload with ambitious targets.
- Maintained detailed record of sales activities and compared trends to identify underserved areas and opportunities for improvement.
- Leveraged CRM data to send targeted emails designed to increase sales.

HUMAN RESOURCES INTERN | 06/2019 - 07/2019

Sterling Agro Industries Ltd (NOVA) - Kasganj, India

- Processed candidate applications, filtering and filing according to skill and merit.
- Dealing with employee grievances
- Conducted Training and Development Sessions
- Completed all data entry precisely and promptly, aiding smooth running HR administration processes.

Skills

- Applicant Qualification
- Employee Orientation
- Face-to-face interviews
- Time-sheet collation
- Onboarding Understanding
- Zoom interviews
- Interview coordination
- Human Resource Department Process
- Background Verification (BGV)

Education

Aligarh Muslim University - Aligarh | Master of Business Administration

Human Resource, 2021

- CGPA 7.7
- Dissertation in Performance Management And It's Impact On The Organization

Aligarh Muslim University - Aligarh | Bachelor of Commerce(Hons)

Commerce&Finance, 2018

- CGPA 7.9
- Dissertation in Importance Of Maintaining Accounts In The Organization

SJS Public School - Kasganj | Intermediate

Commerce, 2015

- 81.2% Overall Marks
- Highest Marks In Accountancy In My District- Academic Achievement Award

SJS Public School - Kasganj | Matriculation

2013

- 9.6 CGPA
- Ranked in the Top 10 candidates in the District-Academic Achievement Award

CURRICULAR ACTIVITIES

- Member of Club for Short Evening Courses in AMU
- Event Organiser of play Julius Ceaser in AMU
- Member of Training and Placement Office AMU

- Volunteer in HR&Corporate Meet 2019 IN AMU
 - Volunteer in AMU Literary Festival
 - Organizing Member of International Conference in Trade&Commerce
 - Core committee member of Annual Function in my School
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HOBBIES

- Volunteering and Community involvement
 - Photography
 - Reading Current Affairs
 - Cooking
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Languages

English, Hindi: First Language