

## Experience

- Career Creed HR Service.** 22-11-2023 - Till date  
Executive - Human Resources  
Roles & Responsibilities
  - Engaging with Client to give information for HR service.
  - Engaging with existing Employees to maintain good relationship with organization.
  - Meeting with Client for HR services.
  - Talent Acquisition for Client.
  - Documentation and Administration part.
  - Maintaining records of Client.
  - Taking follow up.
  - Maintaining Employee master data.
  - Employee Retention.
  - Employee Grievances
  - Conducting interaction for Employees for solving their concerns.
- DEV Vidyalaya** 26 Oct 2022 - 10 Nov 2023  
HR Operations  
**Roles & Responsibilities for HR.**
  - Screening & Searching candidates resumes.
  - Recruitment & Selection.
  - Take care of Onboarding.
  - Documentation & Administration.
  - Induction & Training Session.
  - Employee Engagement.
  - Performance Evaluation & Appraisal
  - Employee Retention
  - Employee Grievances
  - Takes Feedback time to time.
  - Maintain employee attendance & leave records.
  - Work on TDS Deduction of employee.
  - Employee Attrition.
  - Full & Final Settlement.
- Aakash + Byjus** 07/05/2022 - 08/07/2022  
Human Resource Operations (Internship)  
I have done 2 months of Internship in the profile of Human Resource.
  - \*Recruitment
  - \*Onboarding
  - \*Documentation
  - \* Employee Engagement
  - \* Taking follow up.

## Education

- NIET Greater Noida** 2021-2023  
MBA/PGDM  
75%
- RPS College** 2019  
BA  
62%

- **AN college**

12th  
67%

2016

- **BSEB**

10th  
65%

2014

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## Skills

I have a good communication skill

I have a good leadership skill

I have a good creativity skill

I have a good problem solving skill

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## Projects

- **HR strategies and practices**

Guided team with different innovative HR practices and built strategies to strengthen relationship with company.

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## Achievements & Awards

- I have got certificate of appreciation for the employee centric practices.
- I have done certificate course in office assistant ( DCA).
- I have got certificate for conducting training session of development.

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## Languages

- English
- Hindi

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## Personal Details

- Date of Birth : 11/06/1999
- Profile : HR Operations