Divya Tripathi

Human Resource Specialist

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in <u>LinkedIn</u>

P Delhi, India

由 15/10/1997

🛍 India



Accomplished Human Resource Executive with 3 years leading various human resources areas and company culture. Practiced in developing strategies, processes and procedures as well as overseeing administration of wide-ranging activities. Focused on assessing reports and reviewing metrics to boost performance. Highly motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

S EDUCATION

MBA - HR & Marketing

Abdul Kalam Technical University, Greater Noida 2018 - 2020

RRΔ

Kumaun University, Nanital 2015 - 2018

10 +2 KV FRI 2013 - 2015



Talent Acquisition
Reporting & Documentation
Employee Onboarding and Orientation
Human Resource Planning
Employee Engagement

E EMPLOYMENT HISTORY

Human Resource Executive - Operations EC Council

May 2021 - Present | Noida

- Developed and maintained MIS procedures and standards to ensure data accuracy and integrity.
- Maintained and updated existing databases for report generation.
- Gathered, analyzed, and interpreted data from multiple sources for the purpose of preparing accurate reports.
- Developed job descriptions, job postings, and recruitment materials.
- Assisted with the development of an asset management policy for the organization.
- Custodian of Recruitment Applicant Tracking System.
- Managing the Pre-Onboarding Process for All Offered Candidates Including but not limited to assisting them with documentation, Coordinating with IT to Set up Systems.
- Updating tracker & Prepare reports for Internal Audit.
- Preparing Daily, Weekly & Monthly report, as per the requirements of the Management.
- Developing & Managing recruitment reports & recruitment data.
- Employee orientations & Induction.
- Ensuring Compliance with Processes & Practices.
- Managing Reporting & MIS To Ensure Improvement Opportunities are identified & Addressed Quickly.
- Calling and screening candidates on the phone, short-list & call suitable candidates for discussion.
- Prepare and issue various letters- Offer letter, Appointment letter, Confirmation letter, Appraisal letter and Salary increment letter.
- Preparing Audit Reports.

HR Executive Tech Agency

Jan 2020 - Aug 2020 | Delhi

- Conducted performance reviews for all employees on a yearly basis.
- Reviewed job descriptions for accuracy and relevance to current needs of the organization.
- Created and maintained personnel records in accordance with legal requirements.
- Provided guidance to managers on best practices related to human resource management.
- End to End recruitment-Screening profiles on Naukri, shortlist relevant candidates and take face to face interview.
- Prepared monthly reports on staffing metrics such as headcounts, turnover rates
- Conducting Induction during joining and explain new Joiner about



© COURSES

Jun 2024 - Jun 2024

B LANGUAGES

English

Hindi

HOBBIES

Listening to music. Cycling. Travelling. the Company's policies.

- Regularly updated HR databases to reflect employee information, changes in benefits and other details.
- Employee verification of new joiner.
- Managing end to end recruitment cycle.
- Facilitating onboarding facilities.
- Screening profiles as per JD.
- Salary negotiations.
- Offer generation and acceptance.

INTERNSHIPS

Human Resource Management

Internshala

Apr 2021 - Jul 2021 | Online

Advanced Excel

Internshala

Jul 2020 - Sep 2020 | Online

Certificates

Certificate of Retail Sales Associate with grade A from NSDC.

Certificate of participation in interschool commerce Quiz from Doon business school.

Certificate from GRAS Academy of basic diploma in computer Application.

Certificate of participation at finance Gym from L&T mutual fund.

Certificate of training from Internshala of Advance excel.

Certification of Human Resource Management from Internshala.

Certificate of participation in Entrepreneurship Awareness camp from GL Bajaj Institution of Management & Research.

Extra Curricular Activities

Participation in Volleyball and badminton from Kumaun University.

Projects & Training

Project Report Made on Level of Job Satisfaction of Employees At Switchgear

Key Learning

- Level of job satisfaction among employees.
- Blue collar employees satisfaction level, white collar employees Satisfaction Level.
- Training given to employee at regular Intervals.
- Improvement in work of blue Collar /White collar employee before and after training.

Project Report made on "Effectiveness of Induction and Orientation Programme in Pvt Sector" - Allied Nippon Limited

Key Learning

- Employee Learn employer Standard.
- Helps To maintain Rules of the Organization.
- Eliminates Anxiety in new employees.
- Too Much information in very little time for new employees about the company.
- The structure of the company was made known to the employees.