

VIDHI SAXENA

HR Specialist | Talent Acquisition & Development

7668763884

@vidhisaxena@gmail.com

Dehradun, India

www.linkedin.com/in/vidhi-saxena-hr

SUMMARY

Dynamic and detail-oriented HR professional with excellent communication, content writing, and decision-making skills. Experienced in creating engaging multimedia content and supporting HR functions. Passionate about fostering positive workplace cultures, enhancing employee engagement, and driving organizational growth.

EXPERIENCE

Human Resources Internship

PhysicsWallah

09/2024 - 11/2024 Remote

EMPLOYEE RELATIONS

- Worked on the feedback of those employees who are facing the problems in the working environment at PhysicsWallah (PW).
- Addressing the feedback by sending the acknowledgement mails to all the employees.
- Managed the resolution of employee concerns by closing the feedback once issues were resolved.
- Utilized the infeedo platform to create personalized surveys and implemented automated employee support.

Human Resources Internship

TechScholar

07/2024 - 09/2024 Remote

TALENT ACQUISITION

- Drafted and posted job ads, screened resumes, and conducted initial phone interviews.
- Coordinated interview schedules, collaborated with hiring managers to understand job requirements and participated in job fairs.
- Prepared onboarding material and conducted orientation sessions.
- Implemented strategies to attract top talent using social media and professional networks.

Content Writer & Anchor

Bee Virtual Media LLP

08/2022 - 08/2023 Gurugram, India

BROADCAST & WRITING

- Wrote scripts for YouTube channels, ensuring content was engaging and aligned with the channel's brand and target audience.
- Anchored YouTube videos, presented content clearly and professionally to engage viewers.
- Wrote and published blogs on the company website, covering various topics to drive traffic and enhance SEO performance.
- Assisted in talent acquisition by screening resumes, conducting initial interviews, and coordinating recruitment processes.
- Supported HR resources management by assisting with onboarding processes, and organizing team-building activities.

EDUCATION

Masters in Business Administration

Graphic Era Deemed To Be University

07/2023 - Present

B.A - Journalism and Mass Communication

Institute of Management Studies, Ghaziabad

08/2019 - 08/2022

KEY ACHIEVEMENTS



Exceeding Targets

Successfully completed all targets at Physics Wallah within deadlines, receiving praise from the manager for exceptional performance and time management skills.



Performance Appraisal

Received performance appraisal in BEE VIRTUAL MEDIA of consistently exceeding targets and contributing to team success, showcasing strong work ethic, dedication, and high-quality results.



Speech Competition Runner-Up

Achieved 2nd place in the inter-college speech competition at IMS Ghaziabad, demonstrating strong public speaking skills, persuasive communication, and the ability to effectively engage an audience.



RJ Hunt Winner

Secured 1st place in the RJ Hunt Show at the Film Festival of Entertainment and Thunder (FFET) at IMS Ghaziabad.

SKILLS

Microsoft Excel

Adaptability

Microsoft Powerpoint

Time Management

Collaborative

Teamwork

SEO

Leadership

Content Management

Work Planning and Prioritization

COURSES

Microsoft Excel

Certified in Advanced Excel Formulas and Functions, skilled in using complex tools to analyze data and solve problems effectively. Ready to optimize workflows and improve productivity with Excel expertise.

Procurement Management

Certified in Procurement Management within HRM, proficient in strategic sourcing, vendor negotiation, and contract management