

MANISHA CHAUDHARY

HR Executive

+91 8279860286 • manishamalik7080@gmail.com • [LinkedIn](#) • Gurugram

SUMMARY

HR Executive with 2+ years of experience in talent acquisition, HR operations, and database management. Skilled in optimizing recruitment, payroll processing, to boost organizational efficiency. Proven success in enhancing employee relations and streamlining processes for better HR performance. Strong communication and organizational skills with a data-driven approach.

EXPERIENCE

The BIM Engineers – Gurugram | *HR Executive* May 2023 - Present

- Created and optimized job descriptions using AI tools, leading to a 15% faster hiring process by improving clarity and alignment with job requirements.
- Sourced candidates from multiple channels, including social media, job portals, and internal databases, resulting in a more diverse and qualified talent pool.
- Advertised job openings across various platforms (company website, job boards, social media), increasing candidate engagement and visibility of job posts.
- Managed recruitment processes, from resume screening and interview scheduling to conducting background checks, contributing to a 20% improvement in candidate selection efficiency.
- Maintained employee records and updated HR databases to ensure data accuracy, streamlined administrative tasks.
- Prepared and presented HR reports to management, leveraging data from HRMS software to inform strategic decision-making and optimize workforce planning.
- Utilized HRMS software for data management, improving the accuracy and organization of employee information by 25%.

Ahom Technologies – Gurugram | *HR Executive* July 2022 - May 2023

- Sourced, screened, and interviewed IT candidates using job boards, social media, and recruiting tools, reducing time-to-fill positions by 15%.
- Developed and maintained strong relationships with potential IT candidates, leading to a higher retention rate of qualified candidates for key roles.
- Created and posted job openings, effectively targeting relevant talent pools, increasing qualified applicant flow.
- Conducted reference and background checks, ensuring thorough vetting of candidates and reducing post-hiring discrepancies.
- Negotiated job offers and salary packages, improving candidate acceptance rates and ensuring alignment with market trends.
- Maintained accurate records of recruiting activities in Grove HR software, contributing to improved tracking and reporting of recruitment metrics.
- Managed payroll activities and organized company events, supporting HR administrative functions and fostering a more engaged workforce.
- Kept up with industry trends and best practices in IT recruitment, ensuring the implementation of innovative and effective recruiting strategies.

INTERNSHIPS

CA Gagandeep Singh Sehdev & Co. – Dehradun | *Accountant Trainee* June 2021 – August 2021

- Assisted in audit report preparation, enhancing accuracy in financial documentation.
- Gained expertise in bookkeeping and ledger reconciliations using Tally software, contributing to improved financial tracking.
- Managed accounts payable/receivable processes, reinforcing financial management skills applicable to HR payroll functions.

- Supported recruitment and onboarding processes, improving candidate management and hiring timelines.
- Assisted in employee relations and benefits administration, gaining practical knowledge of ESIC, PF, and leave management systems.
- Worked closely with HR teams on employee records management, enhancing accuracy in HR documentation and compliance.

EDUCATION

Diploma in Business Analytics (PGDM) MIT Pune	Pursuing
Master of Business Administration (MBA) – Human Resources & Finance <i>Uttarakhand Technical University</i>	2020 – 2022
Bachelor of Business Administration (BBA) – Human Resources & Marketing <i>HNB Garhwal University</i>	2017 – 2020

CERTIFICATIONS AND COURSES

- **Diploma in Human Resource Administration | ALISON**
 - techniques for conflict resolution and change management.
 - Acquired Explored concepts like job redesign, enrichment, and human relations in global business contexts.
 - Studied performance management techniques for individuals and teams.

- **1-Year Certificate in CFAP**

Institution: Novel Convention for IT Training & Studies *January 2019 - November 2020*

Credential ID: CERT160235489

SKILLS

- **Technical Skills:** HRIS Proficiency | Payroll Processing software's (HRMS Tools Paycor, Keka, ZOHO) | Financial Analysis & Tracking | Recruitment & Talent Acquisition (Screening, Interviewing) | Onboarding/Offboarding Processes | Strategic HR Planning | Data Analysis (e.g., Advanced Excel, Power Query | Pivot Tables | Dashboards) | Business Intelligence (e.g., Power BI).
- **Core Skills:** Administrative Management | Employee Relations & Conflict Resolution | Multitasking & Time Management | Detail-Oriented & Accuracy in Tasks | Organizational & Task Prioritization Skills | Critical Thinking & Problem Solving.
- **Soft Skills:** Communication Skills (Effective Verbal & Written Communication) | Team Collaboration & Leadership | Negotiation & Mediation Skills | Adaptability | Integrity & Ethical Decision Making.