

ISHIKA JAIN

An enthusiastic student pursuing B.COM (Hons) degree and aiming to build skills and acquire optimum knowledge in the field.

I have a keen interest in marketing and human resource management.

Education

**Master of Business Administration
(Human Resource Management)
2022-pursuing** | Narsee Monjee
Institute of Management Studies
(Distance Learning)


**Bachelor of Commerce
2018-2021** | Guru Gobind Singh
Indraprastha University, Dwarka


**12th - CBSE
2018** | Vishwa Bharati Public School,
Noida

**10th- CBSE
2016** | Vishwa Bharati Public School,
Noida

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 Noida, Uttar Pradesh

Work Experience

The Virtual Guides | July 2023 - present
HR & Operations Manager

- Determining selection criteria.
- Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- Handling a team of 2 recruiters
- Handling grievances from the employees and take necessary actions
- Data management of employees details and information
- Management and taking care of day to day operations of the organization

HDB Financial Services | June 2022 - July 2023
Executive - Resourcing (Human Resources)

- Coordinating with hiring managers to identify staffing needs.
- Determining selection criteria.
- Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Organize walk-in drives for bulk hiring/recruitment
- Foster long-term relationships with past applicants and potential candidates

Axis Bank | May 2021 - April 2022
Talent Acquisition Intern (Human Resources)

- Onboarding and joining of the candidates
- Verification of documents of the candidates
- Sourcing from different job portals
- Shortlisting candidates by taking first interviews for different job roles

Work Experience

BloomBuzz | May 2020- August 2020

Digital Marketing Intern

- Handled different social media platforms of BloomBuzz
- Completed 8 tasks related to strategies and working of social engagement of Instagram, Facebook and LinkedIn
- After one month handled a team of interns and trained them regarding the strategies and working of social engagement of Instagram, Facebook and LinkedIn being in the HR team
- Did the summer training project for B.com final about BloomBuzz

Volunteering

- Kailash Satyarthi Children's Foundation - Oct 2018
- NEEDY CARE FOUNDATION - April 2018
- Titliyan NGO - May 2018

Certifications

- Successfully completed a course of **GOOGLE GARAGE-Fundamentals of DigitalMarketing**
- Completed the course offered by **TCS-CareerEdge- Knockdown the Lockdown**

Skills

- Dedication towards work
- Hardworking
- Good speaking and listening skills
- Social media page manager
- Basics of SQL, SPSS, TALLY
- Fluent communication in English and Hindi

Hobbies

- Travelling and exploring new things
- Fine Arts
- Listening music