



JAI GULLIYA

HUMAN RESOURCES EXECUTIVE

497 Chirag Delhi Main Road, Delhi, 110017, India
+91 7048906804
gulliyajai@gmail.com

SKILLS

COMMUNICATION SKILL

MICROSOFT EXCEL

HR OPERATIONS

HR MANAGEMENT

CANDIDATE SOURCING

FULL CYCLE RECRUITING

HR DOMAIN KNOWLEDGE

EMPLOYEE RELATION

PERFORMANCE MANAGEMENT

TEAM COLLOBARATION

LANGUAGES

HINDI

ENGLISH

ROLES AND RESPONSIBILTY

- *Developing and implementing HR policies and procedures*
- *Recruiting, hiring, and training employees*
- *Managing employee relations, including conflicts and grievances*
- *Conducting performance evaluations and providing feedback to employees*
- *Managing employee benefits and compensation*

PORTALS EXPERIENCED

Naukri.com, Workindia, JobHai, Apna, LinkedIn

ABOUT ME

Dynamic Human Resources Executive with a Bachelor of Arts in English Honours and a year of transformative experience at Krishna HR Consultant. Adept in strategic communication, eager to bring expertise and enthusiasm to a vibrant team.

Highly motivated recent human resources with proven experience in attracting and on boarding top talent. Proficient in talent management, employee relations, recruitment, manpower planning & placement, & performance management.

WORK EXPERIENCE

KRISHNA HR CONSULTANT
New Delhi
Jan 2023 - Mar 2024

Human Resources Executive

1. *Developed a comprehensive organizational structure that improved efficiency and communication between departments*
2. *Collaborated with managers to resolve complex employee relations issues with positive outcomes*

TOP TROVE FOUNDATION
Delhi
Feb 2024 - Feb 2024

Human Resources Intern

- *Developed and implemented a human resources strategy that attracted top talent and improved employee engagement*
- *Developed and maintained relationships with community resources to ensure clients had access to necessary resources*

EDUCATION

INDRA GANDHI NATIONAL OPEN UNIVERSITY
Delhi
2025

Bachelor of Arts English Honours

HIGH SCHOOL DEGREE
Delhi
2022

Fine Arts

COURSES

NSIC
Jul 2022 - Dec 2022

Diploma In Computer Application

SAMSUNG HACATHON
Nov 2022 - Feb 2023

PYTHON

NSIC

Advance Excel

