



SUMMARY

Highly professional and qualified person who is having experience in different domains and sectors. Possess exceptional communication and interpersonal skills with ability to work independently and as part of a team. I'm seeking opportunity in an esteemed organization where I can utilize my skills and enhance my learnings while making progress in the company.

EDUCATION

Cambridge Foundation School

12th from Cambridge Foundation School,
In commerce

Jagannath International Management School (JIMS)

Bachelors in Journalism and Mass Communication
from Guru Gobind Singh Indraprastha University

Indira Gandhi National Open University (IGNOU)

Pursuing Master's in Journalism and Digital Media

SKILLS

- Recruitment Strategy
- Interviewing and Assessments
- Onboarding
- Performance Management
- Adobe Indesign
- QuarkXpress
- Oral and written communication
- Strong organizational and time-management skills

LANGUAGES

- English
- Hindi

PROFESSIONAL EXPERIENCE

Rachna Sagar Pvt. Ltd. | HR Executive

(March 2024 - Present)

- Handled recruitment, onboarding, and joining formalities.
- Ensured compliance with labor laws and company policies.
- Organized employee engagement activities and addressed grievances.
- Maintained HR records and supported payroll processes.

Lenskart | Human resource recruiter

(October 2022 - February 2024)

- Identified strong candidates via job boards and events.
- Managed the entire hiring process, including offers and salary negotiations.
- Collaborated with managers to ensure a seamless hiring process.
- Achieved a 95% success rate, showcasing effective hiring expertise.

Elcom Digital | Graphic designer and social media manager

(March 2022 - September 2022)

- Designed visually appealing graphics with a strong focus on detail.
- Proficient in industry-standard design software and social media strategies.
- Created engaging content tailored for target audiences.
- Managed content posting schedules to maintain consistent online presence.

Doordarshan | Internship

(1 month duration)

- Ensured efficient newsroom operations and timely news delivery.
- Oversaw technical aspects to guarantee seamless broadcasts.
- Led TV program development, ensuring high-quality content.
- Managed social media strategies to maintain strong online engagement.