



NEHA DHOLIWAL

- Sarswati vihar ,Gali no. 3,Near Raj international school, Rewari
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EDUCATION

IILM UNIVERSITY, GURUGRAM 2020-2022
M.B.A (Human Resources)

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCE, BHIWANI 2014-2018
B.Tech (Electronics Engineering) with 66.00%

SCHOOL

- **Swami uma bharti school** - Secured 70.0% in 10th from Central Board Of Secondary Education (CBSE) board. 2012
- **Jain Girls school, Rewari** - Secured 66.0% in 12th from Haryana Board Of Education board. 2014

INTERNSHIPS

Blitzjobs 3/2021-6/2021

HR GENERALIST with 3.0 Months exp.

Description -

- Acquisition of new knowledge and skills in HR Domain
- To increase Network
- Industry Experience
- Experience in Talent Acquisition

**March 22-Till
Now**

BYLD Group (Yoma Business Solutions Pvt. Ltd.)

HR Executive (Apprentice-Off role).

Roles & Responsibilities: -

- Managing Pre and Post Onboarding Process
- Salary Negotiation & Offer letter Generation
- Appointment Letter Generation & HRMS Creation
- Salary Structure Preparation
- Employee HRMS Documentation Validation
- Grievance Management
- Support in HR activities
- Managing Onboarding arrangement (Visiting Card, Email ID, ID Card etc. arrangements)
- Support in Background verification activity

ACADEMIC PROJECTS

Talent Acquisition Project

Description -

- Made a Application Form for new Employees

Talent Acquisition Project

Description -

- Created a Job Analysis
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Skills: - MS PowerPoint, MS Excel, MS Word

Languages Known: English, Hindi

Co-curricular Activities: Sports, Cultural Programs

Other Skills: Communication, Adaptability

ACHIEVEMENTS

- Recommendation and Appreciation Certificates from Blitz jobs company during internship.