

WORK EXPERIENCE

HR Executive Design factory India

04/2023 - Present Noida

Design Factory India is an extensive studio providing nationwide design and project management services

Achievements/Tasks

- HR Executive with a proven track record in talent acquisition, onboarding, and employee engagement initiatives, effectively supporting organizational growth and development
- I have hired over thirty people in the last four months, and I was my company's only HR representative, handling hiring, exiting, FNF, and induction paperwork as well as engagement.
- Increased employee retention rates above 90% by creating and maintaining a positive work environment.
- Maintained employee data and kept updated accounts of all employment records.
- Producing contracts and starter packs for new employees
- Worked with department heads to understand their talent needs, and reduced the time-to-hire to fill those needs by 33%

Consultant - Business Development Henry Harvin

10/2022 - 04/2023 NOIDA

Henry Harvin® is one of the leading providers of training & advisory services. Henry Harvin has been operational since July 2013 having offices across 11+ cities in US, India & UAE.

Achievements/Tasks

- I handle E-Commerce department where my work is to upscale the courses and products.
- Collaborated with product managers to successfully execute sales strategies.
- Created and improved business pipeline using cold and warm techniques.

ACADEMIC QUALIFICATION

Master of Business Administration SWAMI VIVEKANAND SUBHARTI UNIVERSITY

06/2023 - Present

Courses

- MBA in HR & IT

SKILLS

Skill Acquisition

Corporate Communications

Talent management

Network Creation

Market Research

MS Office

Documentation

Compliance

Training and development

Lead Generation

Keka

Power Point

Administrative Assistance

Process payroll

Hiring

ACHIEVEMENTS

Super Star award (10/2023 - Present)

I made a process called E-commerce with the support of the CEO, which helped them to upsell their products.

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

INTERESTS

TRAVELLING

INTERACTING WITH NEW PEOPLE

READING BOOKS

ART AND CRAFT

COOKING

EXPLORING

Dance