

Ambica Menon

Aspiring Human Resource Professional

9930904042 • Ambicamenon03@gmail.com

Profile

Aspiring HR Profession with almost 1 year experience! Passionate about fostering positive workplace environments and maximizing employee potential. Experienced in recruitment, employee relations, and HR administration. Dedicated to driving organizational success through effective people management strategies. Currently seeking opportunities to contribute to a dynamic HR team.

Education

Rajhans Vidyalaya CBSE school

Business Administration
NMIMS

2021-2024

CHRP
Learners Point Academy

August 2020 - November 2020

Employment History

Human Resource Intern
Rudralife

May 2022- July 2022

- Experience: Sourcings, Hiring from Instagram, Screening-resumes, Interviewing, Talent Management, Team Building , social Media Portals, Internet Recruiting, Interpersonal Skills, Maintaining Daily activity and attendance record , drafting formal letters, Implementing workplace standards

Human Resource intern
Delta travels

September 2022- October 2022

- Experience: Recruiting Candidates from Travel/tourism background, Used portals like Hirect/Apnajob/ Naukri. Interviewing candidates , salary Negotiation. Onboarding- Induction, filing of legal documents, Completing joining formalities. Maintaining track of candidates on excel.

Human Resource Intern
World Wide Media - Times of India Group

January 2023 - March 2023

- Skills Developed: Talent Acquisition , Pre screening , Interviewing, Onboarding, Assisting

with Induction, Positive employee Relations , Conducting Employee engagement activities, Teamwork , Team Building , Administration, Managing Expenses, problem Solving.

Human Resource Intern
Nuvama Wealth

August 2023- October 2023

- Experience: Scheduling interviews, understanding requirements of top management. Sourcing from Various portals, Interviewing, Recruiting, Onboarding, Assisting in conducting employee engagement activities, Managing Attendance. Recruitment for all branches across India. Keeping tracks of applicants, Presentations. Preparing reports every morning, uploading information and documents of employees on HRIS.

Human Resource Intern
Modi Motors, Hyundai showroom

February 2024- Present

Recruitment, onboarding, Conducting employee engagement activities, Conflict resolving , leave and Attendance , Preparing monthly attendance file on excel for payroll input, Handling HRIS, Maintaining positive environment, Administration, Budgeting , Maintain records of Bills , provide IT support, Ensuring office environment is organised, Managing office supplies, Updating PF/ ESIC/ Bank details , Drafting formal letters.

Hobbies

- Reading
- Writing
- Socialising
- Travelling

Languages

English



Hindi



Skills

Talent acquisition



Problem solving



HR Software



Analytical Skills



Interpersonal skills



Administration



Negotiation



Employee relationship management



Multitasking



Proactivity



Communication



Conflict Resolving

