

KANISHKA

Shahdra, Delhi

+91-7827801518, Officialkanak1@gmail.com, www.linkedin.com/in/kanishka-01aba0215

OBJECTIVE

Human resource professional with experience in delivering high quality results. Extensive background in HR generalist affairs, including recruitment and retention, staff training and development, conflict resolution, benefits and compensation, HR records management.

EDUCATION Master of Business

Administration (PGDHRM), IGNOU
Bachelor of Commerce, Delhi University

Pursuing
2021

SKILLS

Technical Skills : Payroll, Recruitment, Tally, Ms. Excel, Word, Employee's attendance. Soft

Skills: Leadership, Time management, Project management, Problem-Solving, Teamwork.

EXPERIENCE

Human Resource Executive
Digital Performance Media Pvt. Ltd.

July 23 - June 24
Noida

- Successfully managed end-to-end recruitment processes, ensuring timely hiring of qualified candidates.
- Introduced engaging employee initiatives that significantly boosted satisfaction levels within the organization.
- Expertly managed Other Operations.

HR Executive
Divi Educare Pvt. Ltd,

Mar 21- Feb 23
Delhi

- Assist in talent acquisition and recruitment processes.
- Maintain employee files and records in electronic and paper form
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.

Human Resource Management- Internship
Sharda Finance Pvt. Ltd,

June 20- Jan 21
Delhi

- Managed end-to-end recruitment,
- Processed payroll, maintained attendance records, and ensured compliance Office management and handling other operations.

CERTIFICATES

Human Resource Management - Greate Learning

Social Media Management - Greate Learning

LANGUAGE

- English, Hindi