

Sushma Yadav

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Career Objective : To secure a challenging position in the field of Human Resources where I can utilize my skills in recruitment, employee relations, and organizational development to contribute to the growth and success of the company. My aim is to apply my strong communication, problem-solving, and leadership abilities to foster a positive and productive workplace environment, ensuring the alignment of HR strategies with business goals."

EDUCATION

Suraj Degree College, Mahendergarh, Haryana **2017-2021**
B.com | Overall: 68%

Apex University, Jaipur Rajasthan **2021-2023**
MBA (HR and Finance) 76%

WORK EXPERIENCE

Digital Molecule, Delhi **May 2023 – Sept 2024**
HR Generalist

- Managed full-cycle recruitment processes, including job postings, candidate sourcing, interviewing, and onboarding.
- Conducted exit interviews and implemented feedback to improve retention strategies.
- Assisted in the development and implementation of performance management systems.
- Developed onboarding programs that reduced new hire time-to-productivity by 20%.
- Updated HR policies and employee handbook to reflect current regulations and best practices.

Skills Learnt: Recruitment and Talent Acquisition, Employee Relations and Conflict Resolution

DotStark Technologies LLP, Jaipur, Rajasthan **June 2022– Oct 2022**
HR Intern

- Gained familiarity with recruitment, onboarding, and performance management processes, and HR software tools.
- Improved clear and empathetic communication through interactions with employees and management.
- Participated in resume screening and interview coordination, learning to match candidates with job requirements.
- Handled employee queries and grievances, developing skills in conflict resolution and support.
- Understood labor laws and company policies, ensuring compliance and ethical HR practices.

Skills Learnt: Performance Management, Compliance and Policy Implementation

Leadership & Activity

University of Apex, Jaipur, Rajasthan **May 2021 – May 2023**
Membership Coordinator

- Organized and coordinated various academic and cultural events.
- Ensured effective communication between university departments and students.
- Identified and addressed student issues and needs, providing appropriate solutions.
- Arranged necessary resources for the successful execution of events.

Skills& Interest

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- Employee well-being
 - Employee Relations
 - Recruitment and Selection