

DIKSHA

Human Resources professional



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SUMMARY

Dynamic HR Professional with more than a year of hands-on experience in talent acquisition and employee engagement. Demonstrates a strong capacity for collaboration, effective communication, and multitasking within a team environment. Committed to fostering a positive workplace culture and driving employee satisfaction. Ready to contribute to a forward-thinking HR team that values innovation and engagement.

EDUCATION

Executive program in Advanced strategic HRM | Pursuing

(IIM) Indian Institute of
Management, Vishakhapatnam

Master's in Business Administration (HR) | 2024

University of Delhi (SOL)

Bachelors in Commerce | 2022

University of Delhi

SKILLS

- Recruitment & Talent acquisition
- Employee Onboarding
- Performance management & development
- Employee engagement & retention
- Employee compliance & legal regulations
- HR Policy Implementation
- Payroll & Data Management
- HR Analytics & Excel

LANGUAGES

- Hindi
- English

WORK EXPERIENCE

Mizzle Cloud Pvt Ltd. | Human Resource executive | Gurugram

Dec 2024 - PRESENT

Associate organization of Simplicity labs

Simplicity Labs Pvt Ltd. | Human Resource associate | Gurugram

Feb 2024 - Dec 2024

- **Recruitment Leadership:** Led recruitment 100% solely by meticulously screening resumes, conducting interviews, and overseeing comprehensive candidate assessments.
- **Regulatory Compliance:** Kept accurate HR documentation and ensured adherence to company policies and regulatory requirements.
- **Performance Support:** Supported performance appraisal cycles, fostering a culture of growth and development among employees.
- **Employee Support:** Provided timely responses to employee inquiries related to benefits, payroll, and HR policies, promoting a supportive and knowledgeable workplace environment.
- **Effective Onboarding:** Streamlined employee onboarding and orientation processes, ensuring new team members quickly assimilated into the company culture.
- **Payroll Management:** Administered payroll processing, ensuring timely and accurate compensation while adhering to applicable tax laws and company policies.

CERTIFICATION

Certificate in HR Talent Acquisition & Team Building

LearnTube by CareerNinja

CCC (Course on Computer Concepts)

NIELIT

CCOA (Certificate course in Office Automation)

NIELIT