

**Diksha Jain**

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**WORK EXPERIENCE**

* Currently working with **Isha Exclusives and Consulting** as HR. Recruiter (Freelancer) from June , 2019.
* Worked at **Isha Exclusives and Consulting** as an HR. Recruiter .
* Manage Full life cycle of the Recruitment Process (End to End Recruitment) starting from Job Analysis, mapping, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers.
* Hiring for positions at all levels.
* Understanding & analyzing the requirement of the position based on Business Unit specification.
* Seeking Clarity (if required) from the concerned HR / Client lead.
* Head Hunting from LinkedIn, Social Media Hiring, Sourcing of relevant candidates through job portals, Mass mailing from portals, networking, references.
* Assessing the candidates Suitability, Attitude, Academics and Professional qualification, Experience, Communication skills etc.
* Maintain and update status of all ongoing position (status of interviews, candidate short listed for various rounds, pipeline etc).
* Worked as an Associate Training Coordinator at **NIIT Ltd** , Gurugram.
* Updating the Records of Trainings of the Employees.
* Handling ILT and VILT sessions as Host.
* Assisting the queries of the employees on Call and Mails , providing solutions to them.
* Coordinating with the vendors and session owners for the Training sessions held.
* Maintaining the records and updating reporting authority.
* Coordinating with the internal employees for the different aspects of sessions.

**INTERNSHIP**

Summer Internship at **The Tajview-IHCL SELEQTIONS**, Agra (Formerly Known as **The Gateway Hotel**) in Human Resource Department.

* Maintaining all Records & Files.
* Preparing HR related letters – (Joining , Notice, Experience, Internship)
* Handled Induction and Training Program for New Joiners.
* Looked after Recruitment cycle.
* Handled Employee General Queries and concerns.
* Look after employee welfare activities.
* Handled the attendance & leave management systems to ensure accurate payroll inputs.
* Prepared summer internship project report.

**Research Project Report**

Conducted an survey on**” Performance Appraisal of Employees in Hotel Industry”** and prepared an research report.

**QUALIFICATION**

**PROFESSIONAL QUALICATION**

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| --- | --- | --- | --- |
| Qualification | Year of Passing | University | Performance |
| MBA – Human Resource Management & Marketing Management | 2018 | Dr. APJ Abdul Kalam Technical University | 68.8% |

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- | --- |
| Examination | Year of Passing | School/College | Board/University | Performance |
| B.Sc | 2016 | Narayani Devi Mahavidhyalaya, Hathras | Dr. Bhimrao Ambedkar university | 64.8% |
| AISSCE(XII) | 2013 | Ess Ess Convent Sr. Sec School, Agra | CBSE | 69.2% |
| AISSE (X) | 2011 | St . Francis Convent School, Agra | 77.9% |

**COMPUTER SKILLS**

Having knowledge of MS Office.

**EXTRA-CURRICULAR ACTIVITIES**

Dancing and listening Music

Teaching

**BIOGRAPHICAL DATA**

DOB: October 5, 1995

Language Known : English and Hindi