

# Harshita Lalwani

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## OBJECTIVE

Seeking a fulfilling position in Human Resource domain that offers growth opportunities and allows me to utilize my Academic skills and experience.

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## WORK EXPERIENCE

### **HR Business Partner-Cars24 Services Pvt Ltd (Jan'19- Present)**

Responsibilities:

- Managing employee life cycle till exit formalities
- Conducting new employees Onboarding & Induction.
- Employee Connects
- Stakeholder Management
- Working on employee engagement initiatives and benefits
- Addressing employee grievances
- Documentation
- Employee data management & Data Analysis- Joining, Exits & Attrition

### **HR Intern- InnerWave Endeavors Pvt Ltd (April'18-June'18)**

Responsibilities:

- Managed staffing quality at the firm
- End to end recruitment- sourcing from LinkedIn and Naukri for profiles related to Finance & Accounting.
- Documentation

### **HR Intern- Genpact India (March'17-June'17)**

- Handled end to end recruitment from sourcing till Selection of the candidate for domestic/international voice profiles.
  - Worked on various job portals- Naukri, Monster, shine, & Times jobs.
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## EDUCATION

**PGDM- HR & Marketing**, Fortune Institute of International Business (2017-2019)

**Bachelors in Commerce**, The NorthCap University (2013-2016)

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## ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel

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## REFERENCES

References available on request