



DIPIKA BISWAS

HR Operations

An inquisitive HR learner with substantial leadership and analytical skills which drive organisation to success along with mine.



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SKILLS

Onboarding

Documentation

Operations

Administration

Recruitment

Employee Engagement

Performance Management

Change Management

Employee Relations

Attrition Data Management

Payroll Data Management

Headcount Data Management

MS Excel

Time Management

Problem Solver

WORK EXPERIENCE

HR Operations

OYO

07/2019 – 01/2020

Responsibilities

- Conducting/ planning induction of new joiners
- Onboarding them on system and documentation of personal files for BGV
- Maintaining headcount(1100+) of technology, attrition report and new joiners report
- Managing Employee life cycle
- Providing input to payroll team of salary, joining bonus, relocation bonus, retention bonus, deferred bonus
- Providing internship and experience letters, NOC, employment letters to employees
- Conducting employee engagement activities: Organizing events, conducting welcome ceremony, fun Friday activities

HR Intern

TalentNiti

05/2019 – 07/2019

Responsibilities

- Sourcing, Screening, Reviewing candidates on basis of Job Description
- Conducting initial interviews
- Handling external stakeholders

EDUCATION

MBA

Banasthali Vidhyapith

06/2018 – 05/2020

Major

- Human Resources

B.Tech

Mewar University

07/2014 – 05/2018

CO-CURRICULAR ACTIVITIES

Worked as Internshala Student Partner 8.0

Co-convenor of legacy committee in college fest 2019

Placement Coordinator in B.Tech

School Cabinet in 11th Class