



Isha Chhabra

I am a detail-oriented, dynamic HR & Admin professional with 2 years of diversified experience. I am looking for opportunities within growth-oriented organisations, where my self-motivation is backed by organisational goals.



ishac1912@gmail.com



+91-9582413287



H.no. 106 Ashoka Enclave Main,
Faridabad, Haryana-121003



12 December, 1997



linkedin.com/in/isha-chhabra-
3825b6103

SKILLS

Recruitment

HR Operations

MS-Office, HRIS

Data Processing

Quick Learner

Teamwork

Multi-Tasking

Social Media Marketing

LANGUAGES

Hindi



English



INTERESTS

Reading

Exploring

Traveling

WORK EXPERIENCE

Associate - HR Operations

Lybrate India Pvt. Ltd.

05/2019 – Present

Achievements/Tasks

- Onboarding and Exit Process
- HRIS, HR Metrics & Reports
- Implementation of Policy and Process
- Employee letter creation and Documentation
- Recruitment of Entry Level positions
- Training Module Creation and Co-ordination
- Employee Engagement and Event Management
- Admin Responsibilities - Vendor Management and Pantry Management

HR ASSOCIATE & OPERATIONS ASSOCIATE

Capit Services Pvt. Ltd. (Compilation Avenue)

08/2018 – 02/2019

Achievements/Tasks

- Complete ownership of Onboarding process
- End to end Recruitment of all positions
- Administrative support and vendor management
- Quality check & Data Management

INTERN & CONSULTANT – PRODUCT DETAILS ANALYSIS

-ITpreneurs Technology Pvt. Ltd.

04/2017 – 08/2018

Achievements/Tasks

- Contract review & migration
- Data Entry and Analysis & Quality check
- Preparation of questionnaire

CERTIFICATES

Pursuing PGD(HRM) from IGNOU

EDUCATION

Study Program

Kalindi College (Delhi University)

2015 – 2018

Courses

- B.A. Program (Bachelor of Arts)

Study Program

Ashok Memorial Public School (CBSE)

Courses

- 12th Standard (2014-15)[Commerce with Maths]
- 10th Standard (2012-13)