MAHIMA

8384851870

[mahima527@yahoo.com](mailto:mahima527@yahoo.com) <https://www.linkedin.com/in/mahima527>

**CAREER OBJECTIVE** To work in learning and challenging environment, utilizing my skills and

knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

# EDUCATION TJP Aarya Kanya Inter College (U.P Board)

High School

# TJP Aarya Kanya Inter College (U.P Board)

Senior Secondary

# SSMV (Kanpur University)

B.A

# New Delhi Institute of Management

PGPM/MBA (HR & Marketing)

**TECHNICAL SKILLS** MS Word

MS Excel

MS PowerPoint Google Sheets

**CERTIFICATES & DIPLOMA** Course on Computer Concepts

Certificate in Spanish Language Diploma in Computer Applications

**LANGUAGES** Hindi

English Spanish

# WORK EXPERIENCE

# HikeCommerce Business Services Pvt. Ltd.

10th February 2020 – 21st April 2021

HR Executive

**Star Agribazaar Technology Pvt. Ltd.**

22nd April 2021 - Till now

Sr. HR Executive

# JOB RESPONSIBILITIES

* End to end recruitment (IT & Non-IT)
* Joining formalities & document check; maintaining the personal files of the employees
* Drafting & Posting the advertisement on various job portals for recruitment
* Short listing the profiles by conducting telephonic interviews
* Preparing the offer letters & appointment letters for the selected candidates
* Preparing & maintaining various MIS reports like tracker sheets (New joinees, walk-ins & resignation etc)
* General office administration like stationery, medicines, housekeeping etc
* Onboarding & Induction
* IT Assets Management

If a task which you are looking for is not mentioned above, please just get in touch me. I'm happy to support you!

**PERSONAL DETAILS** Father’s Name : Mr. Roopsingh Mother’s Name : Mrs. Ragini

Date of Birth : 07/09/1994

Marital Status : Unmarried

Current Location : Laxmi Nagar, Delhi

Ready for relocation : Yes (Only Delhi NCR)