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# RIA MEHTA

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**Languages-** English, Hindi, French

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With an ability to contribute a lot in the management of Human Resources seeking a challenging and rewarding position in a firm aspiring to develop, lead and contribute to the organizational overall goal.

## WORK EXPERIENCE

**Organization:** Foxhog Ventures Corp, Delhi (Apr 2020 to July 2020)

**Designation:** HR Business Partner

- 50+ employees hired at all levels & handled end to end recruitment and reduced attrition
- Designed policies and HR Manual of the organization
- Managed employee life-cycle for over 50 employees
- Handled and led a team of 5
- Designed performance appraisal forms and created systems for streamlining of procedures
- Handled Employee Engagement Activities

**Organization:** TajSATS, Mumbai (April 2019 – June 2019) 2 months

**Designation:** HR Intern

- Facilitated recruitment and onboarding of 20+ permanent employees
- Recruited and screened qualified potential employees
- Prepared HR policies, like Leave Policies, Statutory Compliances,
- Conducted employee engagement activities
- Upgraded and updated HR Manual of the organization
- Handled corporate level recruitment

**Organization:** Max Super Specialty Hospital, Saket (June 2017 - July 2017)

**Designation:** Observer-Psychology and Psychiatry Department

- Presented cases on different disorders.
- Scored psychometric tests and questionnaires.
- Took case history and observed IPD/OPD cases
- Observed above 40 case

## INTERNSHIPS

**Organization:** Max Super Specialty Hospital, Saket (Jun 2015 to Jul 2016)

**Designation:** Observer-Psychology and Psychiatry Department

- Presented cases on mental disorders like substance abuse, depression
- Learnt counselling skills
- Scored psychometric tests and questionnaires
- Observed 30+ cases in IPD and OPD

## ACADEMIC QUALIFICATIONS

DEGREE/ COURSE	INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENT AGE/GPA
MBA	Ambedkar University Delhi	AUD	2020	7.2
BA Hons Applied Psychology	Amity University Noida	Amity University	2018	8.6
12 <sup>th</sup>	Apeejay School, Noida	CBSE	2015	89%
10 <sup>th</sup>	Apeejay School, Noida	CBSE	2013	8.2

## ACADEMIC PROJECTS

- Project study/ Research Project on "**Menstrual Leave Policy**" (April,2020)
- Dissertation on the topic "**Effect of Emotional Dissonance and Emotional Competence on Job Satisfaction of Employees**", Amity Institute of Psychology and Allied Sciences (March,2018)
- Projects on Effect of Divorce on Children, Sleeping Disorders and Eating Disorders (AIPS 2015-2018)
- First hand case study on Depression

**CERTIFICATIONS,  
COURSES AND  
TRAININGS**

- Organizational Design, LinkedIn, 2020
- Diversity, Inclusion and Belonging, LinkedIn, 2020
- Creating a Culture of Change, LinkedIn, 2020
- HR as a Business Partner, LinkedIn, 2020
- X-culture, Virtual Team Project, 2019
- Attended workshops on “R” and “Tableau”, KPMG, 2019

**POSITION OF  
RESPONSIBILITY  
AND AWARDS**

Student Council, AUD	(2019-2020)
Joint- Secretary, Student Council, AUD	(2018-2019)
Head, Organizing Committee,	(2016-2018)
Best Organization Abilities Award	(2018)

**SKILLS**

MS Office, SPSS, Leadership, Diversity and Inclusion, Communication,  
Organizational Culture, Performance Management, Policies, Virtual Teams,

