

SUMMARY

MBA graduate with a specialization in HR and months of experience in a purchase role, including basic recruitment tasks. Ready to focus fully on HR, applying strong skills in talent acquisition and employee onboarding to support organizational growth.

EDUCATION

QUANTUM UNIVERSITY, ROORKEE

Bachelor's Degree in Business Administration
2019 – 2022

GRAPHIC ERA HILL UNIVERSITY, DEHRADUN

Master's in Business Administration
2022 – 2024

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously.
- MS- Word
- MS- Excel
- MS- PowerPoint

PROFESSIONAL EXPERIENCE

HR + Purchase Executive

Pyrax Polymars | June, 2024 – Present

- Oversaw procurement processes, vendor management, and order placement, ensuring cost-effective and timely acquisition of goods and services.
- Developed and maintained strong relationships with vendors to optimize supply chain efficiency and negotiate favorable terms.
- Assisted in recruitment processes, including candidate sourcing, screening, and interview scheduling.
- Facilitated employee onboarding, ensuring smooth integration of new hires into the organization.
- Maintained accurate and up-to-date employee records, supporting HR compliance and reporting requirements.

HR Intern

Axa Parenterals Limited | July, 2023– August, 2023

- Sourced candidates, conducted initial screening, and scheduled interviews.
- Assisted with the onboarding process to ensure a smooth transition for new hires.
- Managed and updated employee records for accuracy and compliance.
- Contributed to performance evaluation processes, providing input and support.
- Assisted in resolving employee conflicts and addressing workplace issues.

HR Intern

Learnovate eCommerce | June, 2021 – July, 2021

- Sourced and screened candidates, conducted interviews, and managed onboarding.
- Maintained employee records and supported compliance.
- Promoted to Team Leader, led a recruitment team, and enhanced hiring processes.
- Resolved conflicts and contributed to team performance improvements.