

SUSHMA RAJIV

HUMAN RESOURCES

PROFILE

Enthusiastic Human Resources Executive with a deep understanding of business needs. A creative leader with a commitment to collaboration having demonstrated knowledge in benefits administration, hiring and overall company morale.

STRENGTHS

- Detail-oriented.
- Multi-tasking.
- Interpersonal skills.
- Leadership Skills.
- Effective Communication.

LANGUAGES KNOWN

- English.
- Hindi.
- Marathi.
- Telugu.
- Tamil.

EDUCATION

DIPLOMA IN HUMAN RESOURCE DEVELOPMENT (DHRD)

CIMS (CENTRAL INDIA INSTITUTE OF
MANAGEMENT STUDIES) | NOV 2013
PERCENTAGE: 70.5%

BACHELOR OF MANAGEMENT STUDIES (BMS)

RAJIV GANDHI COLLEGE OF ARTS &
SCIENCE | UNIVERSITY OF MUMBAI |
2011 - 2014
GPA: 4.75

H.S.C (12TH)

SAINATH JUNIOR COLLEGE | STATE
BOARD OF MAHARASHTRA | 2010 - 2011
PERCENTAGE: 56.5%

S.S.C (10TH)

NIOS | CBSE | 2009 - 2010
PERCENTAGE: 47.8%

EXPERIENCE

HUMAN RESOURCE EXECUTIVE

VAJRA IOT PVT LTD | JULY 2020 -
JANUARY 2021

- Recruitment.
- Induction & Orientation.
- Contract Labour Management.
- Office time activities & attendance management.
- Performance Management.
- Employee relation & grievance resolution.
- Employee Engagement & Welfare.

CONTACT

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