

Shiksha Mishra

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Persuing Executive MBA in Healthcare management from DY Patil deemed to be University, Navi Mumbai, having more than 2 years of work experience in HR, keen on changing the role and take challenging assignments in healthcare industry.

Profile Summary:

1. A competent professional with two years of experience in utilizing HR concepts for the growth of organization.
2. Skilled in assisting management with Recruitment, Performance Management, Employee Engagement and Organizational Development Activities.
3. Experienced in single handedly managing sourcing of profiles, screening and compensation fitment for vacancies.
4. Capability to relate to people across all the hierarchical levels in the organization.

Core Competencies:

1. Training and development
2. Business Development
3. Talent acquisition
4. HR generalist operations
5. Employee engagement
6. MIS and Reporting

Organizational Experience:

1. Nov' 2018 to May' 2019 : with Tech Mahindra as Business Coordinator
2. June'2013 to December' 2013 with Steria India Ltd. , NOIDA, as HRO (HR Operations)
3. July'2012 to January 2013 with Nueva Solutions India, Pvt. Ltd. NOIDA, as IT Recruiter.
4. October' 2011 to March' 2012 , with HCL Technologies, NOIDA as IT Recruiter.

Role:

1. Managed the entire gamut of employee life cycle from recruitment , induction upto exit and provided administrative support to management.
2. Ensured ontime completion of joining process , on boarding, induction, development, and employee performance management system.
3. Supervised activities relating to facilities management such as site employees facilities, security, vehicles, mobile, SIM, laptops, mess and so on.
4. Acted as a key point of contact for HR administration activities such as:
 - A) Scheduling interviews,
 - B) Joining Process
 - C) Employee Engagement
 - D) Event Management
 - E) Getting the documents for invention assignment, separation and release agreements
 - F) Appointment letters, warning letters, appreciation letters etc.
5. Conduct telephonic and personal interaction with potential recruits to ascertain their suitability and obtain information about their salaries , availabilities and so on.
6. Interaction with clients on a daily basis to share updates on the status of resources as well as on new requirements.
7. Interfacing with Management and HODs for devising and implementing HR Policies and procedures in line with core organizational vision and objectives.
8. Utilization of HR Information System to capture employee related information.

Education:

1. Pursuing online Executive MBA in Healthcare Management from Prestigious D Y Patil Deemed to be University, Navi Mumbai, January 2024 batch.
2. 2010: PGPM (Human Resource) from Sri Ram Institute of Management , New Delhi , Punjab Technical University.
3. 2007: B Com from South Campus, New Delhi.
4. 2004: XII from Fro Mans Memorial School , Bhopal, MP Board.
5. 2002: X from Fro Mans Memorial School, Bhopal, MP Board.

Other Professional Courses:

1. Exchange Programme with the Department of Management Studies , IIT , Delhi for course in Organization Development in 2010.
2. Diploma in Aviation, Hospitality, Travel and Tourism from Frankfinn Institute of Air Hostess Training , Delhi in 2007.

IT Skills:

1. MS Word
2. MS Excel
3. Power Point
4. MIS
5. Internet Applications.

Internship:

Title: Training for development

Organization: Indian Farmers' Fertilizers Cooperative Ltd. (IFFCO), Saket, New Delhi.

Duration: 2 months

Description: The project focused on:

- a- Different training methods used in IFFCO
- b- Various Training and Development Procedures

Role: Performed screening of candidatestook their initial interviews, arranged for final interviews, made PPT presentations, participated actively in training and development process.

Extracurricular Activities:

1. Organized various cultural events at graduation level.
2. Participated in singing, dancing and debate competitions and won prizes .
3. Awarded best singer at school level competition.

Personal Details:

Date of Birth: 31st May 1986

Languages Known: Hindi and English

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