

# DEEP SHIKHA

Human Resources Business Partner

## PROFILE

To work for a well-reputed organization, for learning different HR practices of it and give my best to it. To make a way where I can apply my acquired skills and contribute to the growth of the organization, and grow parallel with it

## CONTACT

**PHONE:**  
8920088009

**Address:**  
New Delhi- 110015

**EMAIL:**  
shikhajais93@gmail.com

## DATE OF BIRTH

15<sup>th</sup> July 1993

## SKILLS

- Team Work
- Empathetic Listener
- Easy adaptability and flexibility to changing environment
- Proficiency in MS office (Word, Excel & PowerPoint)
- Recruiting

## EDUCATION

### MITCON INSTITUTE OF MANAGEMENT, PUNE, MAHARASHTRA

April 2017 – March 2019

Post Graduate Diploma Management in Human Resources

Passing Percentage:- 72%

### Projects done in Professional Degree (PGDM in HR)

- Life cycle analysis of an entrepreneur
- Leadership strategies at Walmart
- HR Practices at HUL
- Employer Branding through Recruitment & Selection

### Gauhati University, Guwahati, Assam

April 2013 – March 2016

Bachelors of Arts

Gauhati university, Guwahati Percentage Scored

- 68.26%

Projects done in College

- The importance of ethics and social responsibilities of business organization
- Contribution of IT Sector in the Indian Economy 12<sup>th</sup>

Extra Circular Activities

- Team Lead in college fest
- Active participant in 'GO GREEN' moto to plant more trees for the ecological balance

### SNK Inter College, Gorakhpur

April 2011 – March 2012

Intermediate

### SNK Inter College

April 2009 – March 2010

High School

## HOBBIES

- Passionate Traveler
- Baking
- Interacting with new people

## LANGUAGES

- English
- Hindi

## WORK EXPERIENCE

---

### **Global Excellence Group | HR Business Partner**

September 2021 – Till date

#### Roles & Responsibilities

- End to End recruitment for different companies of the group
- Direct all hiring and training procedures for new employees
- Organizing training programs
- Engagement training and development camps
- Maintaining the employee and company relations
- Retaining employees
- Assist in interviewing and selecting employee's onsite.
- Assist in preparing and sending new employee orientation packages.
- Drafted copy for documents, social media posts and internal memoranda.

### **ACUTE GLOBAL MARKET REPORTS PVT. LTD | HR Executive**

May 2019 – September 2019

#### Roles & Responsibilities

- Work with company CEO to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Coordinate and direct work activities for managers and employees
- Worked alongside global business leader to deploy new training strategies.
- Planned, monitored and appraised employee work results by training managers to coach and discipline employees.

### **ICICI Prudential Life Insurance | HR Trainee**

November 2018–March 2019

#### Roles & Responsibilities

- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

### **ICICI Prudential Life Insurance | HR Trainee**

April 2018–September 2018

#### Roles & Responsibilities

- Develop and execute recruiting plans.
- Network through industry contacts, association memberships, trade groups, social media, and employees.
- Review applicants to evaluate if they meet the position requirements.
- Conduct pre-screening interviews.
- Drafted copy for documents, social media posts and internal memoranda.