

# Jyoti Dwivedi

## Human Resource Executive

Goal-oriented HR professional with 4 years of experience in managing the full spectrum of human resources functions. Strong command on recruitment, training, and operation with expert communication and negotiation traits.



✉ jyoti.divedi@outlook.com

☎ 8707465473

📍 Bangalore, India

🌐 [linkedin.com/in/Dwivedi-Jyoti](https://www.linkedin.com/in/Dwivedi-Jyoti)

## WORK EXPERIENCE

### HR Executive

#### Anshya Softtech LLP (SYS Softech IT Solution)

03/2021 - Present

##### Achievements/Tasks

- Direct all hiring and training procedures for new employees.
- Continually educate employees on company policies (including sexual harassment, appropriate dress code, and social media permissions, etc.) and keep employee handbook updated.
- Administer and all operation work or change benefits.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.
- Pivotal contributor to senior operation and leadership executives, providing leadership for multiple acquisitions, from due diligence to conversion.

### Back Office Support

#### Tech Mahindra

08/2019 - 03/2021

Noida, India

##### Achievements/Tasks

- Handling queries of customers and solving them on time.
- Timely escalation to supervisor to manage exceptions and resolve difficult cases.
- Handling a short team and help them to solve customers query.

## EDUCATION

### Master of Business Administration - MBA

#### Teerthanker Mahaveer University, Moradabad

2018

Moradabad, India

##### Courses

- HR & Marketing

### Bachelor of Commerce - B Com

#### Sunbeam College For Women's (MGKVP)

2016

Varanasi, India

### Intermediate

#### Kendriya Vidyalaya

03/2010 - 05/2013

### Inter

#### RK Mission

04/2010

## SKILLS

Employee Relations Management(ERM)

Attendance Management

Talent Acquisition & Recruitment

HR Administration

Onboarding skills

HR Planning

Training and developmental skills

HR Operation

Employee Performance Management (EPM)

## CERTIFICATION

Dale Carnegie and Associate, Inc. (10/2017 - 11/2017)

- Course of Professional Excellence.

SAP (SD) module from Dexler Information Solution Pvt. Ltd. (03/2017 - 04/2017)

- SD Basic Functions allows you to establish the basic functions that work across SD, such as pricing, goods availability check and credit management.
- SD Foreign Trade handles the details related to foreign trade transactions, including both exports and imports.
- SD Sales handles the details of the sales process, such as customer data, products, pricing and feedback.

## ACHIEVEMENTS

Certificate of "UDHYAMITA"

Awarded for securing sponsorship from corporate entities; for the college fest 'Udhyamita'; and demonstrating excellent marketing skills.

Certificate of Participation 'International Conference' on Cash Less Economy-Challenges, Issues & Practices

presentation on the cashless economy won the prize.

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency