**CURRICULUM VITAE**

# VIDUSHI DWIVEDI

# 222, Manas Greens, Lucknow

# Uttar Pradesh, PIN-226016

# Mobile No: +919335408264

# E-mail: - [dwivedividushi12@gmail.com](mailto:dwivedividushi12@gmail.com)

# *Professional Experience: -*

# HR OPERATIONS – UVA Consultancy

# From Jan 2022 – May 2023

 Design compensation and benefits packages

 Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)

 Develop fair HR policies and ensure employees understand and comply with them

 Implement effective sourcing, screening and interviewing techniques

 Assess training needs and coordinate learning and development initiatives for all employees

 Monitor HR department’s budget

 Manage employees’ grievances

# Talent Acquisition Specialist - EduGorilla Community Pvt.Ltd

# From May 2023 – Till date

# *Career Objective: -*

* To get absorbed in a competitive environment this provides an opportunity to apply knowledge with the help of the professional qualification so contribute to the growth of the organization.

# *Academic Qualification: -*

# Pursuing MBA (HR) from Amity University.

# Graduation from RML Awadh University, Ayodhya.

# 10+2 from M B Collage, Barabanki (CBSE Board) in 2018.

# Matriculation from M B Collage, Barabanki (CBSE Board) in 2016

# *Areas of Interest :* -

* Human Resource and Recruitment .
* Cricket.

***Professional skills :***

* HR knowledge and expertise. Well-versed with domain knowledge and willing to constantly learn and accept new HR skills and trends.
* Good presentation skills.
* Multitasking.
* Leadership ability

# *Personal Details: -*

# Father’s Name : Sh. Sheel Kumar Dwivedi

# Date of Birth : 12 March, 2001

# Marital Status : Unmarried

# Nationality : Indian

# Language : English, Hindi

# *Strength: -*

# Hardworking, Good Communication skill, Well Disciplined, Knowledge Seeker and Quick-Adaptability.

# Date:

# Place: (Vidushi Dwivedi)