

RIDA RIZWAN
HR EXECUTIVE

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10-Nov-2000

Objective

Securing a position of responsibility in the HR department would allow me to contribute my 1.6 years of experience in performance management, employees engagement and end to end recruitment and sourcing , as well as my interpersonal skills and ability to collaborate with various stakeholders, to advance the company 's expansion.

Experience

- **SMAP Logistics** Dec 2022 - Till date
HR Executive
 - End to end recruitment
 - Sourcing , screening and shortlisting of candidates as per job description and specification.
 - Salary negotiations and closures
 - Leave and attendance management
 - Maintaining data related to Recruitment.
 - Employee's performance management system.
 - Handling a staff of 15 employees.
- **Swaraj Medical Institute** Sep 2021 - Nov 2022
Executive
 - Handling filing and data entry as requested
 - Handling queries of the employees.
 - Managing operations activities.
 - Conducting interviews.
 - Team management.
- **Pocket Full of words** April 2020 - June 2020
HR (Internship)
 - Sourcing , screening and shortlisting of candidates as per job description and specifications.
 - Assisting and coordinating in daily HR activities, including interacting with the managers of other departments.
 - Campus hiring
 - Employee's performance management system.
 - Leave and attendance management

Education

- **Maharaja Agrasen Himalayan Garhwal University** Pursuing
MBA(Human Resource and Marketing)
- **Delhi University** 2021
B. A hons Philosophy

Skills

- Ms Word
- MS Excel

- Team management
- Communication Skill
- Ability to work under pressure
- Talent Acquisition
- Confidentiality and Adapbility

Language

- English
- Hindi