

DIVYARATHORE

JaipurRajasthan,302024·7877913301·email:divyarathore16601@gmail.com·

EXPERIENCE

2023-2023 **EASTERN SOFTWARE SYSTEMS,** Noida,UttarPradesh
Executive HR Intern(June'23–Sept'23)

- Generating offer letters, Experience letter, appraisal letter, appointment letters.
- Supporting in gathering employee feedback through surveys or interviews.
- Updating and maintaining employee records in the HR database.
- Assisting with new hire paperwork.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Asking employees for their joining kit on mail with their documents.
- Screening resumes and applications.
- Negotiated contracts with co-working space providers to optimize costs and amenities.
- Sorting the data of candidates according to their joining dates.

2024-2024 **FINOVA CAPITAL,** Jaipur,Rajasthan
Human Resource Intern (July'24 –August'24)

- Recorded employee complaints and helped resolved conflicts to address issues quickly and promote healthy work environments.
 - Finding cibil score of employees.
 - Filed paperwork, sorted, and delivered mail and maintained office organization.
 - Maintained relationships with personnel using strong collaboration and teamwork skills.
 - Utilized LinkedIn and job portals for sourcing top talent.
 - Resolved employee grievances and fostered a positive work culture.
 - Negotiated job offers and compensation packages with selected candidates.
 - Monitored attendance, leave management and time tracking systems.
 - Calling up candidates for confirming the joining date.
 - Updating and maintaining employee records in the HR database.
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EDUCATION

2023-Present **R.A PODDAR INSTITUTE OF MANAGEMENT** Jaipur, Rajasthan
Masters of Business Administration

- Learnt the know-how of finance, marketing, operations through practical applications.
- Gained knowledge in specialized area such as entrepreneurship.

2007-2011 **KANORIA COLLEGE, RAJASTHAN UNIVERSITY** Jaipur, Rajasthan
Bachelor's Of Business Administration

- Conducted Workshops for Trainees

OTHER

- Languages: Hindi(native), English(intermediate)
- Technical Skills: PostgreSQL, MicrosoftOffice Suite (Word,Excel,PowerPoint)
- Volunteering: two days at women entrepreneurship programme at Shakti Vandan