

CURRICULUM VITAE

Garima Arora

Email: garimaccbb1504@gmail.com

Address: Parmanand Colony, near Dr. Mukherjee Nagar, Delhi-110009

Mobile: +91-8826319109

Professional Summary

Detail-oriented HR Assistant with over five years of experience in human resources and administration. Proficient in employee onboarding, record management. Strong background in counselling and technical support with expertise in competitive exam preparation and customer service. Seeking an opportunity to leverage my skills in a dynamic work environment.

Academic Qualifications

- **M.A (History)** – IGNOU, Delhi (2017)
 - **B.A** – DU (SOL), Delhi (2008)
 - **12th (Arts stream)** – Sant Nirankari Girls Sr. Sec. School, Delhi (CBSE, 2005)
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Professional Experience

Drishti IAS – HR Assistant (Feb 2020 – Present)

- Managed employee records and documentation.
- If required, making phone calls to find candidates for positions as a content writer, Mentor, proofreader, translator, Counsellor, DTP operator, and support staff.
- Assist in sourcing, screening, and scheduling interviews for potential candidates.
- Coordinated celebrations for birthdays, work anniversaries, and weddings Anniversary.
- Enrolled new employees in the biometric attendance system.
- Issued ID cards and maintained personnel files for all employees.
- Activated and managed Universal Account Numbers (UAN) for employees.

- Distributed medical insurance cards and maintained Excel records.
- Handled salary account openings for new hires.
- Managed uniform distribution for the Services & Counselling team.

Career Power (ADDA247) – Counsellor (2 years)

- Provided career counselling for competitive exam aspirants (IBPS PO/Clerk, SBI PO/Clerk, SSC MTS/CHSL/CGL).
- Assisted students in selecting courses and preparing for entrance exams.

Roots Info-Tech (Web-Univ) – Counsellor (2 years)

- Provided guidance for distance learning courses under Sikkim Manipal University.
- Assisted students in academic programs like MBA, BBA, MCA, and BCA.

Omni Eduknow – Admissions Counsellor (6 months)

- Counselling students on distance learning programs under Sikkim Manipal University.
- Advised students on competitive exam coaching programs.

Yashikan Enterprises (MTNL Call Centre) – Technical Support Engineer (4 years)

- Provided technical assistance.
- Resolved customer complaints and ensured high service satisfaction.

Skills & Competencies

- HR Administration & Documentation
- Employee Onboarding & Biometric Management
- Career Counselling
- Customer Service & Technical Support
- Strong Communication Skills

- Proficiency in Microsoft Office
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Certifications & Training

Diploma in Computer for Business Application – DICS (ISO 9001:2001 Certified)

Areas Covered:

- Basic Computer Skills
 - Internet Usage
 - FoxPro
 - C Language
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Personal Details

- **Name:** Garima Arora
 - **Date of Birth:** 09.08.1987
 - **Marital Status:** Married
 - **Gender:** Female
 - **Nationality:** Indian
 - **Languages Known:** Hindi & English
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Date:

Place:

(Garima Arora)

