

NYASA ARORA

Dynamic HR fresher with a strong foundation in recruitment and employee engagement, eager to contribute to a positive workplace culture. Committed to supporting team development and enhancing organizational effectiveness.

#18 , Dugri Road , Ludhiana
Punjab , 141116
8968514634
nyasarora09@gmail.com

EXPERIENCE

HDFC BANK , MOHALI — HR DEPARTMENT(Intern)

APRIL 2024 - PRESENT

- I work to foster a positive work environment by organizing engagement activities, collecting feedback, and implementing strategies to enhance employee satisfaction.
- I address employee concerns and grievances, facilitating communication between employees and management to ensure a harmonious workplace.
- I identify training needs and coordinate development programs to support employees in their career growth.

SKILLS

- EMPLOYEE RELATION MANAGEMENT
- PERFORMANCE EVALUATION
- HR SUPPORT
- MS WORD AND EXCEL
- COMMUNICATION SKILLS
- GOOD LEADERSHIP SKILLS
- DATA ENTRY

EDUCATION

BCM SCHOOL , LUDHIANA — HIGHER SENIOR SECONDARY

2018 - 2020

KHALSA COLLEGE , LUDHIANA — BACHELOR'S IN COMPUTER APPLICATION

SEPTEMBER 2020 - JULY 2023

CBITS , CHANDIGARH — CERTIFICATION IN PYTHON

SEPTEMBER 2023 - FEBRUARY 2024

LANGUAGES

- ENGLISH
- HINDI

