Monika N

### Human Resource

Results-oriented HR professional with a strong background in industrial-organizational psychology and experience in HR operations, talent acquisition, and employee relations. Seeking an HR role to apply my skills in fostering a positive work environment, promoting employee well-being, and contributing to organizational success.

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# EDUCATION

## MSc Industrial Psychology

### Jain School of Science

*07/2019 - 06/2021*, *Bangalore*

*Courses*

# SKILLS

####

Employee Relations

Talent Acquisition

Conﬂict Resolution

Training and Development

Human Resource Management

Corporate Training & Development

Corporate Psychology

# WORK EXPERIENCE

## HR Specialist

### Think &Learn (Byjus)

*02/2022 - 08/2023*,

*Achievements/Tasks*

Marketing and Advertising Psychology

Organizational Behaviors

Adaptability

Pivot Table

Excel Dashboard

# PERSONAL PROJECTS

Microsoft oﬃce

Data Management

Negotiation

#### Funded Research (08/2020 - 06/2021) (08/2020 - 06/2021)

Psychological Impact on Healthcare Workers due to Covid-19 Pandemic: A Mixed Study Design

#### Thesis

To Study Relationship Between Perceived Organizational Justice And Organizational Commitment Among Working Men And Women

Conducted new employee inductions, ensuring a smooth onboarding process. Managed employee physical ﬁles and coordinated with HR teams to streamline processes.

Handled NDA and oﬀboarding audits, involved in internal auditing activities.

Resolved employee queries and managed tickets in the system. Collaborated with exiting employees for exit formalities.

Managed background veriﬁcation process of oﬀboarded employees.

Helping HRBP's & Managers with employee exit procedure and reports.

Collaborated with HR Compliance Team to release employees.

Coordinated with other stakeholders to provide clearance for the exit employees.

Connecting with employees via e-mail, telephone and one-to-one.

*Contact : Radhika Pai - 9686198854*

# ORGANIZATIONS

#### Think & Learn (Byjus) (02/2022 - 08/2023)

*HR Specialist*

#### Trigent Software Ltd (12/2021 - 01/2022)

*HR Recruiter*

#### HCG Hospital (01/2022 - 02/2022)

*HR Intern*

#### Aromablend

*HR Intern*

# CERTIFICATES

Talent Sourcing (07/2021 - 07/2021)

# LANGUAGES

## HR Recruiter

### Trigent Software

*12/2021 - 01/2022*,

*Achievements/Tasks*

Sourcing candidates and scheduling interview Negotiation with candidate

Conducting ﬁrst round of interview

English

*Native or Bilingual Proﬁciency*

Hindi

*Professional Working Proﬁciency*

Tamil

*Limited Working Proﬁciency*

# INTERESTS

Kannada

*Native or Bilingual Proﬁciency*

Telugu

*Professional Working Proﬁciency*

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Research & Development

Travelling

Photography

Creative production