

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

M.Sc Industrial Psychology Jain School of Science

07/2019 - 06/2021

Bangalore

Courses

- Human Resource Management
- Corporate Training & Development
- Corporate Psychology
- Marketing and Advertising Psychology
- Organizational Behaviour

WORK EXPERIENCE

HR Specialist Think & Learn (Byjus)

02/2022 - 08/2023

Achievements/Tasks

- 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.

HR Recruiter Trigent Software

12/2021 - 01/2022

Achievements/Tasks

- Sourcing candidates and scheduling interview
- Negotiation with candidate
- Conducting first round of interview

SKILLS

Employee Relations

Talent Acquisition

Conflict Resolution

Training and Development

Microsoft Word and Excel

Data Management

Negotiation

Adaptability

PERSONAL PROJECTS

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

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

English

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

Tamil

Limited Working Proficiency

Kannada

Native or Bilingual Proficiency

Telugu

Professional Working Proficiency

INTERESTS

Research & Development

Travelling

Photography

Creative production