

Hemani Badola

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summary

1 year of experience in handling the customers and assisting the HR administration of the retail company.

Facilitating the telephonic interviews and on boarding process of new employees.

EDUCATION

Methodist girls P.G college, Roorkee
Bachelors of commerce (2019)

Quantum university Uttarakhand
Masters of business administration (2022)
Marketing & HR

- Lead the mega project about auto mobile industry.
- Conducted a survey for color brand psychology.

Experience

NOV 2021 – PRESENT

Omni sports leader/Decathlon sports India

- Managed the **email, offline campaigns and MIS** of the department.
- Headed **campus recruitment** efforts with our recruitment team at Sharda university, greater Noida.
- Assisted with administration and operations of department in decathlon. Helped interview and on-board 2 new employees.
- Creatively **sourcing diverse, high-caliber candidates** by maximizing internet resources, social media, referrals, and networking.
- **Sourcing candidates, resume screening, conducting telephonic interviews**, onboarding candidates and taking induction.
- Proactively **identifies potential issues, concerns and opportunities** and works with managers to develop plans to find the solution for the issues.
- Managing the key stock and piloting for the particular sport and handling daily operations of the department.
- Working **on brand communication** for the department and handling customer on the daily basis.
- **Handling the operations** of the store as a daily manager and working and handling the store team **to achieve the KPI's**.

APRIL 2021 – JUNE 2021

Human Resources Intern/Ifortis worldwide, India

- Making an alignment between the company policies and needs to hire candidates for the job role.
- Writing the job description and posting on different job portals.
- Screening resumes and conducting telephonic interviews with successfully onboarding 14 candidates.
- Handling the whole onboarding process and managing the team of 14 people.

Skills

- leadership • Team player • digital marketing
- creative • Public Speaking
- PowerPoint presentation
- recruiting

Activities

Languages • music • Art • writing • reading • travel