

JASSICA KADYAN

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EDUCATIONAL QUALIFICATION

Courses/Examination	Institution/University	Year of Passing
MA in Psychology	Indra Gandhi National Open University	2024
BA in Economics and Human Resource Management	Indraprastha College for Women, University of Delhi	2022
CBSE XII	Bal Bharati Public School, Dwarka	2019
CBSE X	Bal Bharati Public School, Dwarka	2017

TECHNICAL SKILLS: MS Word, MS Excel, MS PowerPoint, Canva, Google (Docs, Sheets)

WORK EXPERIENCE

Rissala Electric Motors Ltd. (EVOLET INDIA)

HEAD - HUMAN RESOURCES & ADMIN | December, 2022 - Present

- Recruitment and Retention
- Develop and oversee the recruitment process.
- Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates
- Ensure candidate documentation is collected and recorded/filed.
- Oversee all staff engagement for the office and manage the new hire orientation and exit process.
- Compliance and Record-keeping..
- Manage time clocking system for office, ensuring timely submission, approval, accuracy, and filing.
- Compensation and Benefits
- Monitor compensation and ensure internal equity & compliance and benefits are met.
- Facilitate job analysis and update job descriptions.
- Payroll and Budget
- Coordinate with the Finance Manager in the preparation of monthly Payroll.
- Advise Director on appropriate staffing levels and assist in budget preparation.
- Review employee final payments for accuracy and compliance with labour laws.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.

- Administration
- Ensure smooth running of all administrative functions in the office.
- Supervise all travel and hotel arrangements for staff and visitors
- Training, Development and Performance Maintenance
- Undertake employee training and development and make recommendations.
- Oversee the coordination and implementation of annual performance reviews.
- Employee Relations
- Coach, counsel, and discipline employees.
- Work with senior management to resolve employee relations issues pragmatically.
- Investigate employee relations issues and work to ensure human resources-related decisions are consistent and fair.
- Initiate, coordinate, and enforce systems, policies, and procedures.

Foruppo

Management Executive Intern | November, 2022

- Project Management,
- Marketing Management.
- HR Management.

Pickrr Technologies Private Limited

HR Associate | February, 2022- October, 2022

- **Recruitment** Non-Tech.
- Hired and Enrolled **50+employees**.
- Reduced grievances by 50% over 7 months.
- Sourcing, screening of candidates, documentation and joining formalities of candidates.
- Coordinating end-to-end recruitment process.
- Conducted exit formalities of employees.
- Planning company events or activities for the employees.
- Kept track of everyone's performance.

HappiMynd

Psychology Intern | August, 2022 - October, 2022

- Creating awareness in the neighborhood.
- HappiLIFE Awareness Toll form filling.

EVE Paper

Marketing & HR Intern | April, 2021 - June 2021

- Recruited Promotional Managers.
- Kept Track of everyone's performance.
- Conduct Interviews and research to motivate the team.

MyCaptain

Sales and Marketing Inten | February, 2020 - March 2020

- Promoted Courses.
- Applied sales techniques to achieve target.

TRAININGS**Google**

November, 2022

Foundations of Project Management

United Well-Being Foundation

September, 2022

Three weeks Intensive Training in Psychological Interventions.

SKILLS AND ACTIVITIES

- Comprehensive problem-solving abilities.
- Ability to perform well under pressure.
- Ability to work efficiently in a team.
- Ability to Multi-Task.
- Good Communication Skills.
- National Medalist in Roller Skating and Softball
- Volunteer work and extra-curricular Activities.