

HARSHIT JAIN

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KEY DELIVAREABLES

- Managed Core HR Functions – Led recruitment, employee engagement, and policy implementation, optimizing workforce efficiency
- Enhanced Employer Branding – Spearheaded LinkedIn management and HR strategies to improve brand presence and retention
- Streamlined Onboarding & Training – Conducted orientations, webinars, and career development sessions for seamless employee integration
- Developed Data Analytics Skills – Gained expertise in Power BI, data visualization, and dashboard creation for HR insights
- Fostered Organizational Growth – Collaborated with cross-functional teams to drive operational efficiency and compliance

ACADEMIC CREDENTIALS

MBA (Human Resource Management); 2024 IIMT University

Bachelors of Computer Application (Computer Science); 2024

Teerthanker Mahaveer University, Moradabad

LICENSES & CERTIFICATIONS

- Credible Leadership Foundations (CCL-1) from LinkedIn; 2025
- Power BI: Dashboards for Beginners from LinkedIn

PERSONAL DOSSIER

Date of Birth: 02/10/2002

Address: Meerut ,1424

Human Resources Management Professional

www.linkedin.com/in/harshitjain0210/

EXECUTIVE SUMMARY

Results-driven Human Resources Professional with expertise in recruitment, employee engagement, policy implementation, and HR analytics. Proven ability to optimize workforce management, enhance employer branding, and drive organizational growth through strategic HR initiatives. Skilled in onboarding, training development, and career coaching, ensuring seamless integration and employee retention. Strong knowledge of Power BI and data visualization, leveraging analytics for informed decision-making. Adept at collaborating with cross-functional teams to streamline HR operations and foster a productive, compliant, and growth-oriented work environment.

CAREER CONTOUR

Since Jan 2025 with Workhora Consultancy, Gurgaon as Human Resources Executive (Part Time)

- Optimized workforce efficiency by managing core HR functions, including recruitment, employee engagement, and policy implementation
- Collaborated with the HR team to enhance workforce management, ensured seamless HR operations and compliance

Jan 2024 – Jan 2025 with Dyizan, Delhi as HR Consultant (Remote)

- Spearheaded HR initiatives at Dyizan, oversaw recruitment, team leadership, and LinkedIn brand management to enhance employer branding
- Facilitated employee on-boarding through orientations and webinars, ensured seamless integration and engagement
- Designed, and executed HR strategies that improved employee retention and workplace culture
- Partnered with cross-functional teams to drive organizational growth & operations

Sep 2024 - Dec 2024 with TopTrove Foundation, Delhi as Mentor and Training Development (Freelance)

- Fostered personal/ professional growth by conducting HR development sessions, optimizing LinkedIn profiles, and implementing career growth strategies
- Created a supportive environment for learning and development by celebrating milestone achievements

INTERNSHIP/ APPRENTICESHIP

Jul 2024 - Dec 2024 with GreenBhumi, Delhi as Intern (Remote)

- Gained insights into team building, HR management processes, and leadership

Oct 2024 - Nov 2024 with Apprenticeship Skill Course in Power BI Learning

- Enhanced advanced skills in Power BI through a 30-day training course with Skills Course in India
- Enhanced data visualization, and analysis capabilities by applying knowledge gained from the training
- Created insightful reports & dashboards by completing projects using Power BI tools

VOLUNTEERING EXPERIENCE

- Worked as an Event Coordinator for the Jain Paryushana Parv at Teerthanker Mahaveer University on September 22, 2023
- Undertook responsibility as Event Coordinator at Teerthanker Mahaveer University, Moradabad for organizing AAGMAN 2022, organized by BCA 2nd Year students
- Organized YAADEIN 2023 Farewell Party, as a part of BCA 2nd Year students with 300 enthusiastic attendees
- Hosted a seminar at IIMT University to promote Dyizan, with over 70 students
- Organized 'The Talent Table' event at IIMT University during Oct 2024 – Nov 2024
- Served as the Event Coordinator for *Rhythm & Radiance 2024*, for successfully organizing a large-scale event with 200 participants from 30 schools and colleges across dance, singing, and fashion categories



