

DIVYA ROY



Contact

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99, Rabindra Palli, Indira Nagar, Lucknow, UP

Skills

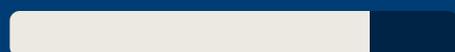
Ms office 80%



E-mailing handling 80%



Business Communication 80%



Languages

English

Hindi

Bengali

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

SHOBHIT Mediworld LLP 06/ 2022
HR Executive - Present

Handling the complete cycle of recruitment including sourcing, screening, interview scheduling, reference check and final selection.

Responsible for drafting offer letter, appointment letter, transfer letter, increment letter and promotion letter.

Responsible for induction and orientation.

Maintaining the database of the existing and resigned employees.

Handling the complete attendance management and leave management.

Responsible for maintaining records, reports documentation.

Mahindra Holidays and Resorts India Limited 01/2021
Tele Marketing Executive -

Explaining the benefits about the product to the customer. 04/2022
Responsible for lead generation.

Continuous follow up.

Building relationships with existing customers and new customers.

Maintaining reports.

Handling queries of the customers.

Supernova Kepler 2019 -
Business Associate 2020

Explaining the benefits of the product.

Solving the queries.

Building relationships with customers.

EDUCATION

National PG College Lucknow 2019
Bachelor of vocational (Banking & Finance)

HAL School Lucknow 2016
12th

HAL School Lucknow 2014
10th