

RESUME

ADITI ARORA

Innovative–Flexible–Ownership

Mobile: +91-9899630830

LinkedIn: [linkedin.com/in/aditi-arora-081858107](https://www.linkedin.com/in/aditi-arora-081858107)

Address for Correspondence:

G-23/63-64, Sector-7, Rohini, New Delhi-110085

E-Mail: aditiarora0210@gmail.com

Graduate Performance:

Aggregate Percentage: 80.34%
(B.Tech.)

| Board | Class | Year | Average |
|-------|------------------|------|---------|
| CBSE | 12 th | 2012 | 86.8% |
| CBSE | 10 th | 2010 | 87.4% |

Personal Data:

Date of Birth : 2nd October 1994
Sex : Female
Nationality : Indian
Marital Status : Single

Languages Known:

| | |
|---------|---------------|
| Hindi | Mother Tongue |
| English | Fluent |

Key Skills:

Ownership, communication, out of the box thinking, adaptability and eagerness to learn

Interest / Hobbies:

Sketching, Reading novels, traveling, listening music and dancing

Professional Experience

- Working with **Quy Technology Pvt. Ltd.** from **June 2020** as an **HR Executive**.
- Worked with **InnovationM Technology Solutions** from **May 2019** to **May 2020** as an **HR Executive**.
- Worked with **Cairn Martin Consultants Pvt. Ltd** from **Nov 2017** to **May 2019** as an **Associate – Talent Acquisition**.

Roles & Responsibility -

- Experience in Extensive Result-Oriented End to End IT Recruitment and Staff augmentation (Client Management, Vendor Management).
- Conduct employee onboarding and help organize training & development initiatives.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Maintain employee files and records in electronic and paper form.

Professional Skills

| | |
|-----------------------------|---------------------------------------|
| Recruitment (IT and Non-IT) | Joining Formalities |
| Induction | Employee Grievances |
| Vendor / Client Management | On-Boarding Documentation / Paperwork |

Technical Skills

| | | |
|-----------------------------|---|----------------------|
| Programming Languages | : | C/C++ |
| Concepts | : | OOPS using C++ |
| Operating System | : | LINUX (All commands) |
| Microsoft Applications Used | : | MS Office |
| Drawing Tool | : | AutoCAD |

Educational Qualifications

- Pursuing **MBA** from **IMT, Ghaziabad**, 2022.
- Completed **B.Tech in Electrical Engineering (EEE)** from **GGSIPIU, New Delhi**, 2016.
- Schooling from **Goodley Public School, New Delhi**, 2012.

Academic Projects

- Automatic Greenhouse Monitoring and Controlling System** (Major Project)
- Voice Controlled Robo-Car with Live Video Streaming** (Minor Project)

Certification Courses

- Tech Recruiter Certification** from **Hirist.com** (Feb'21)
- HR and Digital Transformation** from **LinkedIn** (Feb'21)
- Employer Branding Certification** from **Hirist.com** (March'21)

Trainings

- Completed summer training in **POSOCO LTD.(NRLDC) (June'15 to July' 15)** & learnt about fault detection in transmission lines Long Term Access (LTA) agreements.
- Summer training in **PLC, SCADA and Drives (June'14 to July' 14)** - Learnt about programming in PLC and SCADA, worked on INTOUCH Software for SCADA.
- Training in **AUTOCAD (March'14 to April' 14)**
- Training in basics of **MATLAB (August'14 to September'14)**
- Industrial Visit in **Sofcon India Pvt. Ltd., Noida**.

Awards Won / Co-curricular Participation / Merits

- Won several awards in **JUDO** championships at school level.
- Was an active member of **Chaitanya Eco Club – Goodley Public School**, a club for saving the environment.
- Was involved in social services through **Help Age India**
- Won several awards in **painting & dance** competitions at school level.