



DIVYA DOGRA

Jr. Officer

ABOUT ME

Detail-oriented and motivated MBA graduate specializing in Human Resources and Finance, worked as an HR Junior Officer. Experienced in employee lifecycle management, attendance systems, statutory compliance (ESI & PF), and onboarding processes. Strong organizational and communication skills with the ability to handle multiple responsibilities in a fast-paced environment. Seeking to contribute effectively to a growth-oriented organization.

EDUCATION

Bachelor of Commerce

Baddi University of Emerging
Science and Technology
2019 - 2022

Masters of Business Management

Baddi University of Emerging
Science and Technology
2022 - 2024

SKILLS

- HR Operations & Employee Management
- Attendance and Time office Management
- Onboarding & Documentation
- ESI and Compliance
- Microsoft Office
- Leadership, Teamwork and Coordination

LANGUAGE

- English
- Hindi



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Village Ghumarwin, PO
Lagmanwin Tehsil
Bhoranj Distt Hamirpur
(H.P.)

PROFESSIONAL SUMMARY

Harsoria Healthcare Pvt. Ltd Jr. Officer

Sept. 2024 - Sep. 2025

- Managed employee attendance and time office records ensuring accuracy and compliance
- Conducted employee onboarding and joining formalities, including documentation
- Handled ESI & PF registration and related compliance processes
- Coordinated with different departments for smooth HR operations
- Maintained employee records and HR documentation systematically
- Assisted in resolving employee queries related to HR policies

Internships

July 2023 - August 2023

Sharma Gupta & Co., Chandigarh

- Assisted in maintaining financial records and accounting entries
- Gained exposure to practical accounting procedures
- Accounting & Taxation Intern

Friends & Associate, Nalagarh

July 2021 - August 2021

- Worked on basic accounting and taxation tasks
- Hands-on experience with ERP data entry

INTEREST & HOBBIES

- Watching Movies and listening Music.
- Surfing Internet to search about interesting facts.
- Playing indoor & outdoor Games.
- Cooking

STRENGTH

- Leadership & Management Qualities.
- Honest & Hard-working.
- Positive Attitude.
- Self confidence.
- High level of Patience.
- Good speaker
- Good listner

PERSONAL DETAILS

- Name : Divya Dogra
- Date of Birth : 25th Nov. 2000
- Husband Name : Akshay Kumar
- Gender: Female
- Maritial Status : Married
- Nationality : Indian
- Religion : Hindu
- Languages Known: English, Hindi, Punjabi , Pahari
- Permanent Address Vill. Ghumarwin, P.O. Lagmanwin,
Teh. Bhoranj, Distt: Hamirpur , (H.P.), Pin Code 177118

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. I will try my level best to satisfy you as well as organization.