

DIVYAJEET KAUR

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SUMMARY

Experienced HR Executive in recruitment, onboarding, HR operations, & employee relations. Skilled in talent acquisition, HR policy implementation, grievance handling, full & final settlements, & labor law compliance. Proficient in HR tools and portals (LinkedIn, Naukri, Indeed), MS Office, Google Workspace, and basic HRMS exposure.

EXPERIENCE

Vasal Education – Group of 5 CBSE Schools

Sep 2023 – Present

HR Executive | Talent Acquisition Specialist | HR Operations

Jalandhar, India

- Managed **end-to-end recruitment** including CV sourcing, screening, interview coordination, and onboarding.
- Sourced candidates through LinkedIn, Indeed, and Naukri.
- Conducted **telephonic and virtual interviews**. Getting **Salary Negotiations** done
- Developed and implemented **HR policies, job descriptions, HR manuals, and process checklists**.
- Handled **employee relations, grievance resolution, and workplace conflict management**.
- Managed **employee records, documentation, and HR database** across multiple schools.
- Led **employee onboarding, induction programs, and documentation formalities**.
- Processed **full & final settlements** and exit formalities for departing employees.
- Ensured **compliance with labour laws and internal HR policies**.

Speed Records Entertainment Private Limited

April 2023 – Sep 2023

Content Writer & Voice Over Artist

Jalandhar, India

- Produced **voice-over content for songs, news updates, and promotional media** across digital channels including Speed Records, Speed Records Haryanvi, and Oops TV.
- Created **YouTube metadata and digital content** including video titles, descriptions, subtitles, and community posts to support audience engagement.
- Assisted in **content scripting and digital publishing** for music releases and promotional campaigns.

Times Network – Times Now & Mirror Now

Feb 2023 – April 2023

Content Writer (Intern)

Remote

- Created **YouTube video titles, descriptions, keywords, & thumbnails** to optimize content visibility and engagement.
- YouTube content publishing and metadata optimization** for news videos.

EDUCATION

Manipal University, Jaipur

Jan 2026 –pursuing

MBA HR (Online)

GNA University, Phagwara (9.02 CGPA)

Sep 2020 – June 2023

Bachelors in Journalism & Mass Communication

Sant Baba Bhag Singh International School (CBSE | 76%)

June 2020

Grade XII

LANGUAGES KNOWN

- English
- Hindi
- Punjabi

SKILLS

- HR Policy & Operations
- Employees Relation & Grievance Handling.
- Conflict Resolution & Salary Negotiation
- Talent Acquisition
- Emotional Intelligence
- Effective Communication
- **Tools & Platforms:**
LinkedIn | Indeed | Naukri.com | Microsoft Excel | Word | PowerPoint | Canva | Adobe Premiere Pro (Basic) | Adobe Audition (Basic)
- Creativity
- Self motivated
- Accomplishment driven
- Committed
- Diligent
- Productive
- Determined