

# MEENAKSHI VERMA

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## SUMMARY

**Dedicated and detail-oriented HR intern with hands-on experience in recruitment, onboarding, and policy drafting. Skilled in CV screening, preparing job descriptions, salary structure planning, and using platforms like LinkedIn and Indeed for sourcing. Familiar with HR fundamentals such as PF, ESI, CTC, HRM, HRD, and organization structure. Strong communication skills with a focus on building a positive and structured work environment.**

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## EXPERIENCE

### HUMAN RESOURCES INTERN

Pennep – Jalandhar, India

06/2025 to 08/2025

- Conducted onboarding sessions for new hires.
- Coordinated recruitment processes (posting jobs, screening resumes, interviews).
- Created job descriptions and posted vacancies online.
- Conducted employee feedback surveys.
- Maintained confidentiality and handled sensitive HR data.
- Supported documentation and filing within HR department.
- Conducted research using HR software.
- Assisted in HR documentation and onboarding.
- Handled employee records and filing systems.
- Supported in addressing employee queries on HR policies.

### HR Executive

Heyday Educationals – Jalandhar, India

08/2023 to 11/2025

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## EDUCATION AND TRAINING

MBA – Human Resources Management

Innocent Hearts Group of Institutions – Jalandhar (Expected: 07/2026)

BBA – Management and Business Agriculture

St. Soldier Management and Business Agriculture – Jalandhar (07/2024)

Diploma – IT Awareness S Entrepreneurship Development  
Punjab Infotech – Jalandhar (2024)

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**SKILLS**

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|------------------------------------|---------------------------------------|
| • Recruitment S Talent Acquisition | • Interview Coordination S Onboarding |
| • HR Documentation S Compliance    | • Performance Management              |
| • Payroll Processing               | • HR Policies S Procedures            |
| • Employee Engagement              | • POSH Compliance Awareness           |
| • PF S ESIC Knowledge              | • Negotiation Skills                  |
| • Confidentiality Handling         | • Interpersonal Communication         |
| • LinkedIn Recruiting              | • MS Office (Excel, Word, PowerPoint) |
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**LANGUAGES**

English – First Language

Punjabi, Hindi .