ADITI KHULLAR

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PROFESSIONAL SUMMARY:

HR professional with over 4.5 years of experience in talent acquisition, employee relations, and training and placement. Expertise in developing effective recruitment strategies, organizing campus recruitment drives, and fostering relationships with industry partners. Adept at managing onboarding processes, employee engagement, and ensuring workplace compliance. Strong analytical skills with a commitment to maximizing placement opportunities and enhancing employee experiences.

WORK EXPERIENCE:

Senior HR Executive @ JECRC University, Jaipur, Rajasthan
March 2022– Present

- Built and maintained strong relationships with industry partners, corporate recruiters, and HR professionals.
- Organized and coordinated campus recruitment drives, job fairs, and internship programs.
- Scheduled and managed interviews, pre-placement talks, and other recruitment-related activities.
- Maintained a comprehensive database of students, alumni, and recruiters.
- Monitored placement statistics, analyzed trends, and prepared detailed reports on training and placement activities.

HR Manager @ 8 Bit System Pvt. Ltd., Jaipur, Rajasthan
September 2021–March 2022

- Streamlined onboarding processes and carried out administrative duties efficiently.
- Developed and implemented clear HR policies and ensured policy awareness among employees.
- Managed payroll and salary processes, ensuring accuracy and timeliness.
- Ensured workplace health and safety compliance and handled disciplinary matters.

Human Resource Trainee @IFortis Worldwide, Jaipur, Rajasthan
August 2021 – September 2021

- Evaluated resumes, scheduled interviews, and maintained accurate employee records.

- Managed weekly team engagements and business metrics.
- Onboarded and selected potential candidates, ensuring a smooth transition into the organization.

Human Resource Executive Intern @Festa Marketing, Jaipur, Rajasthan
July 2021 – August 2021

- Assisted the HR manager in processing new hires and managing interns.
- Guided employees to successfully complete assigned duties.
- Oversaw recruitment and onboarding processes for interns.

Human Resource Generalist Intern @SuccessR, Jaipur, Rajasthan
August 2021–October 2021

- Supported onboarding processes and KYC formalities for prospective employees.
- Assisted with exit formalities and recruited qualified candidates to meet organizational needs.
- Recruited and screened candidates for Various Openings

SKILLS:

- **Technical Tools:** MS Office Suite (Word, Excel, PowerPoint, OneNote), Google Sheets, Tableau (2 years), Presentation Tools (Google Slides, Prezi).
- **HR Functions:** Recruitment, Onboarding, Payroll, Compliance, Employee Engagement.
- **Digital Skills:** Blog Writing, Content Writing, Digital Marketing (6 years).
- **Soft Skills:** Communication, Team Management, Problem Solving, Reporting & Analytics.

EDUCATION:

Master of Business Administration (MBA) @Symbiosis International University
06/2023 – 08/2025

Bachelor of Business Administration(BBA) @Institute of Management Studies(IMS), Ghaziabad, Uttar Pradesh
08/2018 – 06/2021