

# DIKSHIKA ARORA

HR EXECUTIVE

## PROFILE

Dynamic and dedicated Human Resource professional with hands-on experience in recruitment, payroll, employee engagement, and HR operations. Seeking an opportunity to contribute effectively to a growing organization by applying my HR knowledge, communication abilities, and administrative skills.

## CONTACT

PHONE:  
8882104755

LinkedIn:  
<https://www.linkedin.com/in/dikshika-arora>

EMAIL:  
dikshikaarora@gmail.com

## KEY SKILLS (HR-SPECIFIC)

- Recruitment & Talent Acquisition
- Payroll Management
- Employee Relations & Grievance Handling
- Performance Management
- HR Policy Implementation
- Onboarding & Induction
- Documentation
- Time & Attendance Management
- Conflict Resolution
- HRMS & Data Management

## EDUCATION

- Bachelor of Commerce (B.Com – General) – IGNOU | 2024
- Office Management Course – YWCA, New Delhi | 2023
- Advanced Diploma in Computer Applications (ADCA) – OCC | 2023
- Senior Secondary (12th) – CBSE | 2021
- Secondary (10th) – CBSE | 2019

## WORK EXPERIENCE

### R Arora & Associates – Janpath, New Delhi

#### Human Resource Executive (Jan 2025 – Jan 2026)

- Developed and implemented HR strategies aligned with business objectives.
- Advised senior leadership on talent management and organizational development.
- Managed end-to-end recruitment including sourcing, interviewing, and selection.
- Handled employee grievances and promoted employee satisfaction initiatives.
- Conducted employee engagement programs and satisfaction surveys.
- Managed payroll, attendance, and statutory compliance processes.
- Designed competitive compensation and benefits plans.
- Oversaw performance appraisal processes and feedback mechanisms.
- Maintained HR databases, analyzed metrics, and generated HR reports.
- Conducted audits to ensure adherence to HR policies and regulations.

### B2B Hospitality Pvt. Ltd – Dwarka Sector 8, New Delhi

#### Human Resource Executive (Sep 2023 – Dec 2024)

- Facilitated employee hiring and onboarding processes.
- Conducted resume screening and coordinated interviews with hiring managers.
- Created job descriptions and briefed new hires on organizational policies.
- Structured employee compensation based on industry benchmarks.
- Managed executive calendars, travel, and daily office operations.
- Maintained employee databases and ensured data confidentiality.

## TECHNICAL SKILLS

- MS Office Suite (Excel, Word, PowerPoint)
- Advanced Excel (VLOOKUP, Pivot Tables, etc.)
- Tally ERP
- Graphic Designing (Basic)
- Typing Speed: 45 WPM
- Shorthand: 65 WPM

## HOBBIES

Drawing & Painting  
Creative Designing

## B2B Hospitality Pvt. Ltd – Dwarka Sector 8, New Delhi

### Human Resource Trainee (Jul 2023 – Aug 2023)

- Facilitated employee hiring and onboarding processes.
- Conducted resume screening and coordinated interviews with hiring.
- Created job descriptions and briefed new hires on organizational.
- Structured employee compensation based on industry benchmarks.
- Managed executive calendars, travel, and daily office operations.
- Handled internal correspondence and managed personnel records.

## PERSONAL DETAILS

- Father's Name: Mr. Parbhakar Arora
- Date of Birth: 15th August 2003
- Gender: Female
- Nationality: Indian

## DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

**Date:** \_\_\_\_\_

**Sign:** \_\_\_\_\_