

CURRICULUM VITAE

Diksha Gaba

M: +91-7988630372

+91-8198923121

Dikshagaba321@gmail.com

PERSONAL SUMMARY

Comfortable working with people of all levels and having a excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level. Ambitious operation with more than 3+ years of management experience in the customer service, hospital healthcare, & EdTech industry & HR recruitment. Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and further my personal and professional development.

SMART SECURE GROUP

(March 2023- Conti...)

(GURUGRAM)

SENIOR HR EXCECUTIVE

- Responsible for all aspects of the recruitment process, including screening of resume, interview arrangement, selection & placement
- Responsible for the preparation of letters, letter of appointment, confirmation, promotion etc.
- Update & maintain employee information into system & personal files.
- Oversees the training administration and grant applications.
- Conduct an orientation program for all newly hired employees.
- Arrange business meetings with prospective clients.
- Build long-term relationship with new & existing customers
- Build a strong base of end-user networks for business opportunities & requirements

ROLES AND RESPONSIBILITIES

INURTURE EDUCATION SOLUTIONS PRIVATE LIMITED

(BANGLORE)

PROJECT LEADER

JUNE 2021-JAN 2023

Roles and Responsibilities

- Monitoring the daily progress of Projects.
- Assist with preparation of reports, presentations, data etc.
- Create and maintain letters, communications, and minutes of critical meeting as required etc.
- Organize work by reading and routing correspondence; collecting information, initiating telecommunications etc.
- Preparing and maintaining various monthly report like customer connect daily operation report, manpower planning reports.
- Maintaining all files systematically like agreement letters, client's communication, temporary services record etc.
- Supervise and assist the team on project execution and delivery.
- Providing Detailed updates to Project Managers or other Stakeholders.

JAYPEE HOSPITAL, NOIDA

JAN2019-JAN2020

OPERATIONS EXCECUTIVE.

DUTIES

- Focuses on decreasing the hospital length of stay by intervening early in the discharge process to impact timely discharge, & focuses on discharge summary of the patient.
- Maintain & support services provided by FMS.
- Present a positive, professional appearance and conveys a professional demeanor in the performance of assigned duties.
- Read and complies with establish policies & procedures.
- Escalates admission issues & problem according to the establish procedures.
- Providing superior patient services and admission support to referral source & patient.

FORTIS HOSPITAL, Shalimar Bagh (New Delhi)

OPERATIONSCOORDINATOR

June 2018- Nov2018

- To work with the operational team in planning, implementing, and monitoring the standards of all works relating delivering a TFM service to ourpatient
- To monitor and develop direct reports through training and regular views
- Using different portals for selecting the candidate according the vacancies.

- Conducting interviews and taking test
- Maintaining their all documents systematically.

KEY SKILLS AND COMPETENCIES

- Proven ability to lead, motivate and build successful teams.
- Understand all legal, regulatory, information security and compliance requirements. Proven influencer & negotiator.
- Achieving targets in a dynamic and complex business environment. Team leading & people development skills..
- Ability to manage operations within budgetary constraints.

ACADEMIC QUALIFICATIONS

- Postgraduate (MBA) From Chitkara University, Chandigarh(2017-2019)
- Bachelor of Arts from Kurukshetra University Kurukshetra(2014-2017)
- Intermediate: National Institute of Open School(2013-2014)
- High School Board of Secondary Education Andhra.(2011-2012)

STRENGTH

I have maintained the attitude of “Never give up” which has helped me throughout my life. I strongly believe that everything is possible, which has helped me to maintain a versatile personality.

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.

PERSONAL DETAILS

Father name :Sh. Rajinder Kumar
Marital Status :Single
Language known :Hindi. English and Punjabi
Date of Birth :25-03-1995
Interests : Travelling, Singing, Cooking
Hometown : Kurukshetra
Nationality : Indian

Date.....

Place.....

DIKSHA