



# RAKHI JHA

## HR & Administrative Executive

+91 7982844341 | ✉ Rakshajha914@gmail.com | New Delhi

## PROFILE

Motivated and detail-oriented HR & Administrative Executive with over 2 years of experience supporting office operations, HR functions, and administrative coordination. Skilled in employee engagement, recruitment, event management, and social media coordination. Adept at handling payroll processes (PF/ESI), arranging meetings, and maintaining smooth office functioning. Strong organizational and interpersonal skills with a proactive and positive attitude.

## EXPERIENCE

### United Facilities and Logistics Pvt. Ltd., New Delhi

HR Admin | 2023 – Present

- Handled PF, ESI, and payroll-related work
- Managed employee hiring, onboarding, and documentation
- Planned and executed employee engagement activities and office events
- Handled company's social media updates and event promotions
- Arranged internal and client meetings and maintained schedules
- Coordinated with all departments to ensure smooth office operations

### Noida Public School, Noida

Admin | 2021 – 2023

- Managed administrative records and staff coordination
- Assisted in organizing school events and parent meetings
- Handled office communications and student data

### SDV Public School, Patna

Teacher | 2020 – 2021

### A.V.N. School, Patna

Teacher | 2019 – 2020

# **Sukhdev Narayan Memorial Championship**

Anchor & Event Host | 2018

## **EDUCATION**

- MBA (Pursuing) – Amity University, 2024 – Present
- Certification in Digital Marketing – Delhi Institute of Digital Marketing
- B.A. (Political Science Hons.) – Magadh University, Siddharth Mahila College
- 10th & 12th – NIOS, Baldwin Academy
- D.El.Ed. – NIOS (Diploma in Elementary Education)
- Bachelor of Library Science

## **KEY SKILLS**

- HR Operations & Recruitment
- Payroll (PF/ESI) & Documentation
- Employee Engagement & Event Management
- Office Administration & Coordination
- Social Media Management
- MS Office & Digital Tools
- Communication & Interpersonal Skills
- Time Management & Multitasking

## **LANGUAGES**

- English
- Hindi
- Maithili