

MAHIMA DAHIYA

HUMAN RESOURCE GENERALIST - Labour Relations, HR Strategy, Recruitment & Onboarding

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in [LinkedIn](#)

Skills

- **Human Resources Programs:** Coordinated bi-annual performance reviews, engagement surveys and drove.
- **Employee Relations:** Facilitated resolution of employee challenges, ensuring adherence to policies and steps.
- **HR Operations:** Led visa processes, leave administration, and cyclical compensation review and analysis.
- **Data-Driven:** Analyzed retention and engagement metrics to inform talent strategies and organizational health.
- **HRIS Management:** Administered HR Information Systems (HRIS) for employee data management.
- **Compensation & Benefits Analysis:** Managed salary structures and ensured benefits program compliance.
- **HRIS Management:** Administered HRIS systems for efficient employee data tracking and reporting.

Work Experience

Sales Associate & Apple Specialist

March 2022 – May 2022

Simply Computing, Kamloops

- Facilitated 100+ daily customer interactions by delivering product demonstrations, driving sales of Apple devices.
- Tracked inventory levels to replenish stock and enhance sales floor appeal, achieving a 20% increase in visibility.
- Guided 75+ customers monthly with troubleshooting Apple devices, resolving technical, promoting loyalty.

Human Resource Intern

March 2021 – December 2021

Uttam Jobs Technologies Pvt Ltd., India

- Screened 300+ resumes and facilitated 50+ interviews, contributing effective candidate placement in roles.
- Coordinated onboarding processes for 25+ new hires monthly, ensuring seamless integration into workflows.
- Managed employee data across digital platforms, maintaining up-to-date records for a 200-member workforce.

Talent Acquisition Intern

January 2021 – March 2021

PadhHIGH IT Solution, India

- Facilitated recruitment by sourcing 200+ candidates across diverse channels, enhancing hiring quality and time.
- Conducted 30+ pre-employment screenings weekly, providing hiring managers detailed evaluations for decisions.
- Systematized onboarding sessions for 15+ new employees monthly, streamlining the transition process for hires.

Volunteering

TRU HR Club (Current Executive Member)

- Coordinated 10+ events, increasing club membership by 20% through strategic outreach and engagement.
- Managed team of 5 members, directing logistics, coordinating HR-related workshops, and organizing sessions.

SoBE Advising Volunteer

- Advised 50+ students on academic progress, contributing to a 15% improvement in retention rates and outcomes.
- Consolidated 5+ information sessions, educating students' opportunities, academic resources and development.

Student Fundraiser - HelpAge India Human Rights

- Raised awareness through 3 impactful fundraising events, engaging and reaching over 200 participants in total.
- Facilitated volunteer efforts, coordinating, assisting in the organized supplies for underprivileged communities.

Umeed India Foundation (UIF)

- Engaged in 4 community outreach programs, directly positively impacting over 150 individuals in total.
- Endorsed educational initiatives, vigorously contributing to the distribution of 200+ study materials to children.

Education

Post Baccalaureate – Human Resource Management

January 2022 – July 2024

Thompson Rivers University, Kamloops

Master of Arts – Political Science

June 2019 – July 2021

University of Delhi, India

Bachelor of Arts (Hons) – Political Science

2016 – 2019

University of Delhi, India

CERTIFICATIONS

- CPHR Candidate (A Chartered Professional in Human Resources)
- Security Worker License
- Serving it Right
- Recruiting, Hiring, and Onboarding Employees
- Excel Skills For Business - Essentials
- Successful Negotiation: Essential Strategies and Skills
- Introduction to Psychology