

RITIK GIRI

Faculty Recruiter | HR Executive | Full Stack Data Science Professional

Vill + Post – Danpur, Distt. Buland Shahr, Uttar Pradesh – 203392

📞 7452999264 | ✉ Ritikgiri7830@gmail.com

CAREER OBJECTIVE

Dedicated and performance-driven HR professional with hands-on experience in faculty recruitment, hospital HR operations, and administrative coordination. Seeking a responsible position where I can utilize my Human Resource Management expertise along with Full Stack Data Science skills (SQL, Python, Machine Learning, Power BI) to support data-driven HR decisions, process optimization, and long-term organizational growth.

ACADEMIC QUALIFICATIONS

- **MBA – Human Resource Management**, Indra Gandhi National Open University, Saket, Delhi – (2024 to 2026).
 - **Bachelor of Science (PCM)** – Raja Mahendra Pratap Singh State University, Aligarh - (2021 to 2024).
 - **Intermediate (12th)** – UP Board, Prayagraj
 - **High School (10th)** – UP Board, Prayagraj
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COMPUTER & TECHNICAL SKILLS

Full Stack Data Science – Core Expertise

- SQL – Queries, joins, reporting & analysis
- Python – Data analysis & automation
- Machine Learning – Supervised & unsupervised learning concepts
- Power BI – Dashboards, visualization & MIS reporting

Other Technical Skills

- Diploma in Computer Application & Accounting (DCAA)
 - Advanced MS Excel (Pivot Tables, VLOOKUP, HR MIS)
 - MS Word, MS Office, MS Outlook
 - Official email drafting & documentation
 - English Typing Speed: **50+ WPM**
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PROFESSIONAL EXPERIENCE

Saraswathi Institute of Medical Sciences, Hapur

Faculty Recruiter – HR Office

02.12.2024 – Present

- Handling complete faculty recruitment lifecycle including sourcing, screening, interviews, and onboarding
- Preparing salary structures, appointment letters, and joining documentation
- Coordinating with academic departments for staffing requirements
- Maintaining HR records, employee databases, and compliance documents
- Supporting daily HR office operations and management reporting

Noida International Institute of Medical Sciences

HR Executive – HR Office & Medical Superintendent Office

01.09.2023 – 30.11.2024

- Managed HR operations including attendance, leave records, and employee documentation
- Prepared duty rosters for doctors and assigned medical camp duties
- Coordinated daily administrative activities of Medical Superintendent Office
- Maintained daily reports, official records, and inter-department coordination

Rama Medical College, Pilkhuwa

Office Executive – HR Office

10.01.2023 – 31.08.2023

- Assisted HR office in employee documentation and attendance monitoring
 - Supported recruitment paperwork and joining formalities
 - Managed data entry, official correspondence, and administrative support work
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LANGUAGE PROFICIENCY

- Hindi – Fluent (Read, Write & Speak)
 - English – Office Working Proficiency
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PERSONAL DETAILS

Father's Name: Mr. Pankaj Giri

Date of Birth: 21 February 2002

Nationality: Indian

Marital Status: Unmarried

DECLARATION

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

(RITIK GIRI)