

HONEY JALWANIA

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PROFILE

Motivated and detail-oriented graduate in Electrical and Electronics Engineering with a keen interest in Human Resources. Completed a 3-month internship at Hybrid Space Design (June 2024 – August 2024), gaining hands-on experience in recruitment, onboarding, and HR operations. Skilled in MS Office, employee record management, and HR documentation. Seeking an HR role to contribute to organizational growth while developing expertise in human resources operations.

SKILLS

Human Resources Skills:

- HR Administration & Documentation
- Recruitment & Candidate Sourcing
- Employee Record Management (soft & hard copies)
- Orientation & On boarding Support
- Grievance Handling & Complaint Management
- Proficient in MS Office (Word, Excel, PowerPoint)
- Strong Communication & Interpersonal Skills
- Report Preparation & Data Management
- Time Management & Multitasking

Technical & IT Skills:

- Microsoft Office Suite
- MySQL, RDBMS
- Python, JavaScript, HTML
- Basic understanding of Cloud Computing (AWS)

EXPERIENCE

HR Internship

Hybrid Space Design, Hyderabad [June, 2025 – August, 2025]

- Assisted in maintaining employee records and preparing HR documentation.
- Coordinated interviews, scheduled meetings, and supported recruitment activities.
- Drafted HR reports related to staffing, training, and performance evaluations.
- Handled employee queries regarding policies and procedures.
- Supported onboarding and orientation of new employees.
- Assisted HR executives in grievance handling and workplace communication.

EDUCATION

Electrical and Electronics Engineering	2023
<i>Institute of Aeronautical Engineering, Hyderabad</i>	
Intermediate	2019
<i>Vikas The Concept School, Hyderabad</i>	
SSC	2017
<i>Vikas The Concept School, Hyderabad</i>	