Contact

manyadixit.mini@gmail.com

www.linkedin.com/in/manya-dixit-5450ba26b (LinkedIn)

Top Skills

Content writing pinterest
Team Building
Event Management

Certifications

Introduction to Generative AI
Email etiquette
Course on computer concept
Excel for beginners
Write effective resume & cover letter

Manya Dixit

Human Resources Intern at ERIS Lifesciences|Aspiring HR professional|PGDM' 2027|Member of Student Council
Greater Ahmedabad Area

Summary

Currently pursuing a PGDM (Human Resources & Marketing) at Narayana Business School, with a strong interest in Human Resource Management, HR Operations, Employee Engagement, and Talent Acquisition. With a people-first approach, there is a growing curiosity to understand how organizations build strong workplace cultures, manage people effectively, and make data-driven HR decisions in dynamic environments.

Skilled in core HR functions such as workforce planning, recruitment and selection, onboarding, training and development, performance management (KRA-based evaluation), and HR documentation, along with a clear understanding of employee engagement practices, organizational policies, and people management strategies.

Comfortable working with tools like MS Excel and Power BI to support data analysis, reporting, and informed decision-making.

Worked on projects involving HR functional analysis, including manpower planning, recruitment processes, and appraisal systems. Also gained practical exposure through an experiential marketing project for Vyndo by designing and executing a gamified customer engagement activity using the AIDA model. Additionally, contributed to a social initiative with Smith Foundation by facilitating the MoU signing between the foundation and the institute, conducting need analysis, coordinating stakeholders, and delivering structured learning sessions.

Actively involved in campus responsibilities, including handling sponsorship activities for TEDx, supporting logistics management, and assisting in resolving class conflicts through coordination and communication. Also continuously engaged in social work through participation in philanthropy initiatives, reflecting a commitment to community involvement and people-centric values.

Interested in building a career in Human Resources as an HR Generalist, with a strong focus on practical learning, continuous improvement, and contributing to positive employee experiences and organizational growth.

Currently looking for opportunities in Human Resources to gain hands-on experience and contribute meaningfully in a professional environment.

Education

Narayana Business School

Pgdm dual specialisation · (July 2025 - March 2027)

Gujarat University

B.com, B.com · (August 2022 - July 2025)