

Khushi Hasija

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Summary

Detail-oriented HR administrative professional with proven experience in personnel record management, onboarding, and HRIS systems. Demonstrated success in processing employee documentation, coordinating onboarding activities, and maintaining accurate records while ensuring compliance with HR policies and confidentiality requirements.

Skills

Technical: ADP Workforce Now, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, HRIS Systems

Soft Skills: Communication, Time Management, Problem-Solving, Attention to Detail, Team Collaboration

Education

University of Waterloo, Bachelor of Arts in HRM and Psychology Sep 2019 – Apr 2024

- GPA: 3.6/4.0. Awarded with President's Scholarship of Distinction
- Relevant Coursework: Human Resources Management, Organizational Psychology, and Data Analysis

Athabasca University, Labour Relations

Experience

HRM Administrative Assistant, Dragados Canada Inc. – Toronto May 2023 – Dec 2023

- Processed and maintained employee records for 200+ staff using ADP Workforce Now, ensuring accurate documentation, timely updates, and compliance with HR policies.
- Facilitated 20+ new hire orientations by preparing orientation packages, coordinating onboarding activities, and providing comprehensive support throughout the process.
- Administered employee background check processes, verifying information accuracy and ensuring compliance with company hiring protocols.
- Assisted with benefits administration, including enrollment documentation and tracking employee participation in company benefit programs.
- Generated employment contracts/offer letters and change forms for new hires and internal transfers, ensuring accuracy and compliance with company policies.
- Managed recruitment data and metrics using ATS systems, providing weekly reports on key recruitment KPIs.
- Served as primary point of contact for employee inquiries, effectively managing communication and redirecting complex issues.

Administrative Assistant, REMAX Twin City Realty Inc. – Waterloo Dec 2022 – Apr 2023

- Maintained and updated digital and physical filing systems for 1000+ documents, demonstrating strong organizational skills and attention to detail.
- Provided administrative support by managing complex calendars and coordinating meetings across multiple stakeholders.
- Handled sensitive proprietary information with strict confidentiality and professionalism.
- Built and maintained excellent customer relationships through timely responses and proactive client service.

Healthcare Assistant, L'arche Canada – Calgary Jan 2022 – Aug 2022

- Managed care schedules and appointments for multiple clients while effectively balancing competing priorities.
- Maintained detailed records and documentation for client care, ensuring accuracy and compliance with organizational standards.
- Collaborated with healthcare professionals to ensure comprehensive care delivery and accurate information sharing.
- Communicated effectively with families, healthcare professionals, and support staff to coordinate care and address individual needs.

Support Staff, Camp Wahanowin – Orillia Jun 2021 – Aug 2021

- Supported camper registrations, maintained health records, and ensured accuracy and compliance with privacy regulations.
- Provided administrative support by preparing program materials, maintaining attendance records, and handling inquiries.
- Assisted in staff training, orientation, and communication to ensure efficient camp operations.