



SUMMARY

Experienced professional with over 3 years in talent acquisition, specializing in full-cycle recruitment and onboarding across diverse industries including Non-IT, IT Business Research, BFSI, Financial Services, Big 4, Advisory, and Management Consulting. Skilled in offer negotiation, bulk hiring, vendor management, HR screening, executive search, head hunting/mapping, and stakeholder management. Proven ability to manage end-to-end recruitment processes, execute successful bulk hiring initiatives, and conduct effective HR screenings to match candidates with organizational needs. Proficient in establishing and maintaining strong relationships with stakeholders, optimizing recruitment strategies, and enhancing overall recruitment outcomes.

EDUCATION

Delhi University

Bachelor's Of Commerce
2018 - 2021

Subharti University

Master of Business Administration in Human Resource Management
Pursuing

SKILLS

- End to End Recruitment
- Payroll Formalities.
- Employee Data Management
- Lateral/ Leadership Hiring/Strategic Hiring
- Market Mapping/Head Hunting
- Non-IT & IT Recruitment
- Onboarding
- Walk IN/ Recruitment drives

CERTIFICATIONS

- Society For Human resources Management - CP, LinkedIn Learning
- Human Resource Foundation and Employability Skills, Expertrons

LANGUAGE KNOWN

- English
- Hindi

PROFESSIONAL EXPERIENCE

- Proficient in software tools such as Workday, HRMS, ZOHO and SuccessFactors.
- Responsible for maintaining and publishing monthly MIS and HR dashboards for leadership review.
- Utilized social media platforms and internet tools like Naukri, Monster, LinkedIn, and Shine for candidate sourcing.
- Assisted in applicant testing, background checks, skill set assessments, and reference checks.
- Facilitated joining formalities, including induction, onboarding, and orientation on HR policies and procedures.
- Addressed employee grievances and queries, drafted internal communications, and facilitated effective employee communication.
- Provided payroll information by compiling and analyzing time and attendance records.
- Demonstrated expertise in team handling, stakeholder management, and client coordination.
- Managed recruitment for mid to senior-level IT and Non-IT roles such as Associate, Senior Associate, Assistant Director, Business Analyst, Project Manager, Digital Analyst, Test Analyst, Strategic Consultant, Manager, Senior Manager, Director, and above.

Sr. Associate HR Consultant

Jobline Consultants India Pvt. Ltd. | SEP 2021 - Current

- Managed recruitment operations for multiple prestigious clients including HSBC, EY, Morgan Stanley, Goldman Sachs, FIL, BNY, Hira Nandani, Siemens Gamesa, KPMG, Aditya Birla Finance, Hero Finance, and others.
- Utilized job portals like Naukri.com and LinkedIn for sourcing candidates, screening profiles, and conducting initial telephonic interviews.
- Drafted job descriptions (JDs) tailored to specific roles and responsibilities.
- Managed the entire recruitment life cycle from sourcing to onboarding, including offer letter preparation, joining formalities, grievance handling, and time management.
- Developed and implemented HR strategies and policies in alignment with the organization's goals and objectives.
- Conducted regular performance evaluations, provided feedback, and facilitated employee development and training programs. Managed employee relations issues, including conflict resolution, disciplinary actions, and grievance handling.