

MANSI BHATT

Contact Details:

+918630331890

mansi.bhatt7799@gmail.com

Current Address:

Krishna Chowk, Sector 22B, Gurgaon,
Haryana, 122015

Permanent Address:

Amitgram Gumaniwala, Dehradun

Skills

Talent Acquisition

End to End recruitment

Leadership

People Strong (HRIS)

Employee

Applications Exposure

Outlook

Office

Achievements

Contribution in mission bulk hiring support with I process services India Pvt. Ltd. (MAR 2022-23)

Projects/Programs

ICICI Bank Employee Management

Recruitment

Background Verification

Academics

MBA

Graphic Era Deemed University
Specialization in Human Resource
Management with 8.5 CGPA

Graduate

Bachelor of Commerce Graphic
Era Hill University with 83%

Intermediate2016

Shri Bharat Mandir Public School

Professional Summary

Experienced HR Recruiter with a proven record of successfully sourcing and onboarding Top-Tier talent. Skilled in using various recruitment tools to identify and capture qualified applicants.

Experience

Sep 2022- PRESENT

I Process Services India Pvt. Ltd. (ICICI Bank)

Roll: Human Resource Female Coordinator (Talent acquisition/ HR Operations)

- Conduct full-cycle of recruitment process, from job requisitions to offer Generation
- Sourcing and screening resumes from various portals like: Naukri, LinkedIn, Indeed etc.
- Conducting interviews of shortlisted candidates. As per understanding the hiring requirements of hiring managers.
- Responsible for enrolling new hire data in HRMS (Human Resource Management System).
- Responsible for Background verification of new candidates via VSTS (Vendor Staff Tracking system).
- Generating OCAL (Offer Cum Appointment Letter) and Employee Code of new joiners via software.
- Responsible for the on boarding of new hires and maintain data of all related informations.
- Getting approvals from management for any kind of deviations.
- Collaborate with hiring managers to understand positions requirements and develop effective recruitment strategies by hiring employees from business recommendations.

August 2021-March 2022

Virtuoso Staffing Solutions

Roll: Recruitment Analyst

- End-to-End Recruiter, dedicated experience in the Non-IT domain, including specialized areas such as Investment Banking, Capital Market, F&A, Risk Consulting, Analytics & Research, HR Consulting and Operations.
- Client Relation Building Skill, understand client needs and delivering tailored talent solutions for enduring satisfaction.
- Ensure accurate and timely offer closures, maintain a zero-defect standard.
- Monitor and follow-up over the emails for documents and communication.

INTERNSHIPS

1-Times of India

- * Worked on internal data of company***
- * Communication with customer***
- * Selling suscription***
- * Convencing skill***
- * Delivery high productivity***
- * Individual achievement***
- * Subscription***
- * Delivered***

2-Aashman foundation

- * Leading team of 15 people***
- * Motivating team***
- * Problem solving skill***
- * Promotion activity***
- * HR activity***
- * Meeting line up***

Languages

English

Hindi

- Identify various positions with across different senior & middle management level.
- Create a talent pipeline for the zone by maintaining sufficient database of candidates across various positions in the zone.
- Handling full recruitment cycle by using Naukri portal, LinkedIn by posting jobs.
- Handling Joinings formalities.

Signature