



SIMRAN GOYAL

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Professional Intent

- Hard working professional with 3+ years of experience and a proven knowledge of human resource, Recruitment and Talent Acquisition.
- Recruiting and sourcing in Healthcare and BPO Domain.
- Good communication and interpersonal skills with strong ability to work effectively in the challenging environments and handle the team wisely by building positive working relationships and acknowledging good work.

Educational Dossier

Pursuing MBA from Mangalayatan University

B.COM from **C.C.S. University Meerut** in 2023

12th from **C.B.S.E. Board** in 2020

10th from **C.B.S.E. Board** in 2018

Professional Experience

Executive - Human Resources

Pacific BPO | Nov 2022 – Dec 2023

- Crafted comprehensive job descriptions for diverse positions and formulated tailored interview questions for prospective candidates.
- Developed and maintained job postings across various social media platforms, websites, and specialized tools.
- Collaborated closely with hiring managers, actively participating in the interviewing process
- Conducted in-depth analysis of job applications, employing a rigorous candidate screening process through telephonic and face-to-face interviews
- Orchestrated end-to-end recruitment procedures in strict adherence to organizational requirements, overseeing seamless onboarding and induction processes.
- Hired NHT batches and experienced AR profiles, Medical Billing along with non-IT IT, Support and

KPO recruitment efforts, encompassing candidate sourcing, meticulous screening, and interview coordination, culminating in successful onboarding processes

Executive - Human Resources

Career Mission Consultancy | Oct 2020 – Nov 2022

- Good and attract high quality candidate
- Source candidates for high volume Client needs and screened candidates over the calls and face to face and determined eligibility to move forward in the process.
- Worked as a Recruiting Consultant to source and identifying potential candidates for clearance jobs
- Performed day-to-day administrative tasks. Developed creative resources and recruiting resources to expand talent portfolio and attract qualified candidates
- Assisted team of four recruiters as HR Consultant.
- Screen, Shortlist and match applicants to identify the most suitable jobs.

CORE COMPETENCIES

- Good Communication Skills, Interpersonal Skills, and Analytical Skills • Quick Learner and a Good Listener.
- Good in Documentation.
- Creative Enough to Prioritize the Task with Variable Approaches and Highly Organized.
- Hardworking Towards Duties and Responsibilities.
- Skilled at Building Interpersonal Relationships, Fostering Collaboration, and Networking Effectively.
- Proficient in Utilizing Technology and Software to Support Various Tasks.

kill Sets

- Employee Relations
- Performance Management
- Training and Development
- End-to-End training
- Workday Portal
- Effective Negotiation Skills
- Effective Communication Skills
- Application Tracking Systems (ATS)
Talent Pipeline Management
- Team Coaching Management
Interviewing and Assessment
Budgeting and Scheduling
- Decision Making and Problem Solving
Interpersonal and Leadership
- Talent Sourcing
- Interviewing and Assessment

Personal Details

Date of Birth : 24/08/2002
Gender : FEMALE
Marital Status : Single
Nationality : Indian
Address : 145Vimla Nagar junction khurja in district: Bulandshahr (UP) PIN:203132 .

Declaration

I do hereby declare that the above information is true and genuine in best of my knowledge and belief.

~Simran Goyal