

Archie Pal

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Objective

Versatile HR Executive/Recruiter with a proven track record in talent acquisition and HR functions. Seeking opportunities to leverage expertise in fostering a positive work environment and contributing to organizational growth.

Experience

- VBeyond Corporation** January 2023 - November 2023
Recruitment Executive
 - Spearheaded US-based client recruitment, aligning strategies with client requirements.
 - Acquired proficiency in US visa and tax terminology for streamlined processes.
 - Specialized in recruiting across various technologies, from Java and SAP SD, Oracle, Python and Frontend/Backend Developer.
- ShiningStars ITPL** November 2020 - January 2023
HR Executive
 - Spearheaded candidate shortlisting process based on roles, experience, and qualifications.
 - Led and executed recruitment and interview procedures to identify top talent.
 - Tailored interview processes to align with specific job requirements.
 - Ensured a meticulous evaluation of candidates to match organizational needs.

Education

- IGNOU** 2024
Master of Arts (English)
- National Post Graduate College** 2020
Bachelor of Arts
- Loyola International School** 2016
Intermediate
- Loyola International School** 2014
High School

Skills

- Talent Acquisition
- Effective Communication
- Interviewing Techniques
- Team Collaboration
- HR Processes
- Adaptability
- Employee Relations
- Tech Proficiency (HR Software)
- sourcing & screening

Achievements & Awards

- DOEACC O Level Certification (NEILIT): Acquired comprehensive skills in computer programming and information technology, enhancing proficiency in diverse applications.

- Course on Computer Concepts (CCC): Successfully completed the Course, demonstrating competence in fundamental computer knowledge and applications.
- Acknowledged by previous company for outstanding monthly performance, leading the recruitment efforts and delivering the most successful candidate placements.

Additional Information

- Engaged in mentoring new team members, fostering a collaborative and supportive work environment.
- Pursued continuous professional development through relevant certifications, staying abreast of industry trends and best practices.
- Proficient in English, facilitating effective communication in diverse work environments.