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Human Resources professional with 2+ year of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication: and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Experience

APRIL, 2023- WORKING

Talent Acquisition Professional, Human Resource/ BT Group, Gurugram, Haryana

- Executing efforts to attract, source, identify, assess and onboard outstanding talent aligned to the organization's growth strategy.
- Supporting approaches to talent acquisition, policy, processes and framework ensuring consistency and marketplace competitiveness.
- Undertook end to end recruitment processes including search, mapping and candidate relations management activities for different levels of Finance and Procurement positions.
- Supports efforts to elevate candidate experiences ensuring superior engagement is felt and perceived by both hiring managers and candidates throughout the recruitment process.
- Acting as a consultant and partner to hiring managers, providing hiring solutions to fill specific roles.
- Supports Talent Acquisition's brand ambassadorship in the external talent marketplace, demonstrating our values and leadership skills to inspire others, internally and externally.
- Executing regular reporting and insights to HR counterparts, as well as supporting the continuous evaluation of trends and using this to drive continuous improvement and identify future opportunities.
- Supporting in the implementation of ways to improve working processes within Talent Acquisition.

OCTOBER, 2022- MARCH, 2023

Senior Executive, Human Resource/ Ecom Express Ltd., Gurugram, Haryana

APRIL, 2022-SEPTEMBER, 2022

Trainee, Human Resource/Ecom Express Ltd., Gurgaon, Haryana

Talent Acquisition

- Responsible for Non-IT Recruitment (Corporate hiring). End to End recruitment experience on various sourcing channels like Job portals. (Naukri.com, LinkedIn).
- Engaged in Walk-in drives/ recruitment drives for filling positions within Time.
- Hiring for multiple roles including Logistics, Supply Chain, Operations, Finance, Sales, Customer Support, Strategy and HR.
- Stakeholder Management.
- Responsible for Vendor Management & payouts.
- Responsible for Job Postings on Ecom's Career Page, LinkedIn, Naukri.com.

Onboarding

- Responsible for coordinating the Induction program based at HO to help new joiners in their smooth onboarding process.
- Handling the entire Pre/Post-Onboarding process flow.
- Responsible for Maintaining the P Files of the new joiners.

Payroll

- Handling attendance & leave related queries and providing end to end solution for the same.
- Checking, replying and solving all mail queries in best professional way on time without miss.
- To ensure and sending mass mail to all regions on time related to absenteeism and LWP.
- Handling Face Biometric device registration queries and providing 100% solution.

JANUARY, 2021- APRIL, 2021

Human Resource Trainee/ Recruzant HR Solution LLP, Gurgaon, Haryana

Talent Acquisition

- End to end recruitment utilized various sourcing channels like Job portals. (Naukri, LinkedIn)
- Screening and short-listing candidate's profiles as per the client's requirements.
- Conducted telephonic interviews of the shortlisted candidates for the further process.
- Responsible for Non-IT Recruitment. (BFSI + BPO hiring)

JANUARY, 2021- APRIL, 2021

Digital Marketing/ Digitriff, Gurgaon, Haryana

- Responsible for managing and designing social media inventory for clients and creating brand awareness for the client.
- Was a part of a YouTube team for making videos.

ACHIEVEMENT-

- With Impressive performance and work commitment I got promoted as a SME Manager.

LIVE PROJECT

JANUARY, 2021- APRIL, 2021

Sales Intern/ BONN Nutrients, Jalandhar, Punjab

- Was able to achieve the sales target of Rs. 25,000 in 14 days, by strategizing and targeting market by right audience.
 - Conducted a Market survey of products and collected the feedback from customers to change the product as per the customer's expectation.
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Education

2019-2021

Masters of Business Administration (Human Resource Management & Marketing)
Lovely Professional University, Phagwara, Punjab

2016-2019

Bachelor of Commerce (General)
D.B.R.A. University, Mathura, Uttar Pradesh

2016

Intermediate (Commerce)
Kendriya Vidyalaya, Mathura, Uttar Pradesh

2014

High School
Kendriya Vidyalaya, Mathura, Uttar Pradesh

Skills

• Talent Acquisition • End to End Recruitment • Lateral Hiring • Onboarding • Corporate Recruiting • Stakeholder Management • Vendor Management • Campus Recruitment • IJP Recruitment • MS Excel • Event Management • Payroll Management • Digital Marketing

Activities

- Represent LPU cricket team in all India university tournament.
- Completed B certificate of NCC March 2019.
- Receive Gold Medal in NCC Parade competition January 2019.