

Chhavi Mehtani

Human Resource Executive



2 Years 1 Month



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Profile Summary

I am Chhavi Mehtani, an accomplished HR Recruiter based in Delhi, India, with over 2.1 years of experience in the field. I hold a Bachelor of Arts degree from Delhi University and a Post Graduate Diploma in Business Management with a specialization in Human Resource Management (PGDBM-HRM) from Narsee Monjee Institute of Management Studies. Throughout my career, I have developed a strong expertise in talent acquisition, employee engagement, and HR operations. My experience includes sourcing and screening candidates, conducting interviews, and managing the end-to-end recruitment process. I am proficient in using various recruitment platforms and tools to identify and attract top talent. I am seeking new opportunities in Delhi NCR and Noida where I can leverage my skills and experience to contribute to the success of an organization. My goal is to work in a dynamic environment that offers growth and learning opportunities.



Key skills

- Communication Skills
- Leadership Skills
- Analytical Skills
- Management Skills
- Talent Acquisition
- Employee Relations
- Change Management



Personal Information

City **New Delhi**
Country **INDIA**



Languages

- English
- Hindi



Education

MBA/PGDM, 2023

Narsee Monjee Institute Of Management Studies,
Mumbai

B.A, 2021

Delhi University - College of
Art

12th, 2017

CBSE, English

10th, 2015

CBSE, English



Work Experience

Jan 2024 - Present

Human Resource Executive
Student Dream Campus (Ed-tech)

- Managed the complete recruitment process for Sales department including job analysis, sourcing, screening and interviewing candidates.

- Developed targeted job description and utilised various channels to attract top sales talent.

- Collaborated with hiring managers to streamline the hiring process and enhance candidate experience.

- Successfully onboarded new hires, ensuring a smooth transition into the sales team and alignment with company goals.

Jul 2023 - Aug 2023

Human Resources Intern

MetLife

- Assisted the payroll department in revising and implementing updated policies.

- Collaborated with the payroll department to update and enforce new policy guidelines.

- Supported the payroll department by contributing to the update and implementation of policies.



Internship

2 Months

Human Resource Intern

Kama Ayurveda

- Assisted in the recruitment process by screening resumes, conducting initial phone interviews, and coordinating with hiring managers for scheduling interviews

- Developed and implemented an employee engagement survey, shared offer letters.

- Collaborated with the HR team to organize and execute diversity and inclusion initiatives and training programs, leading to a 15% improvement in workplace diversity.

2 Months

Human Resource Intern

Physicswallah

- Recruited and onboarded senior lecture faculty members to enhance academic team expertise.

- Maintained communication with candidates throughout the hiring

process and fostering relationships with external recruitment agencies.

- Kept track of recruitment metrics and candidate pipelines.

3 Months

Human Resource Intern

Mancer Consulting Services

- Collaborated with hiring managers to understand staffing needs and created compelling job descriptions.

- Utilised various platforms (Job boards, social media networking) to find potential candidates.

3 Months

Human Resource Intern

Ifortis Worldwide

- Maintained HR databases and employee records, ensuring accuracy and confidentiality of sensitive information.

- Addressed employees enquires and concerns promoting a positive work environment and resolving conflicts as needed.