

Rupali Mehra

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I am seeking a work opportunity in Human resource management. HR administration and recruitment to fully utilize my experience and skills while significantly contributing to company success.

To work for the organization with full dedication and honesty in a challenging environment with like-minded members. For learning and developing interpersonal skills and confidence for a stable career and to fill confidence for achieving the organizational goal.

Work Experience

Selective Global India Search Pvt Ltd.

Sr. Consultant- Talent Sourcing

April 2024

Key Responsibilities

- Hiring for IT and Non-IT such as Devop engineers, Data scientists, Software developers, PL/SQL Developers, MBD, Design engineers, Lab testing, Performance testing, Sales and Marketing, BPO Hiring, Technicians for PAN India hiring
- Designing recruitment plans, advertising needed positions, and interviewing applicants.
- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare recruitment materials and post jobs to the appropriate job portals
Knowledge of Boolean search, keywords, job posting, mass mailing, etc

Mind Mauji Private Limited

HR Recruiter

Jan 2022 till March 24

Key Responsibilities

- **Recruitment**
- HR Administration
- Training and Development
- Handling a team of 3- 4 members.
- professional responsible for the recruitment, development, and training of employees
- Checking out resumes of the candidates for several positions Handling end-to-end recruitment process
- Hiring for IT and non-IT roles including DevOps engineers, data scientists, software developers, PL/SQL developers, design engineers, lab testing, performance testing, sales and marketing, BPO hiring, and technicians for PAN India hiring.
- Designing recruitment plans, advertising needed positions, and interviewing applicants.
- Design and implement overall recruiting strategy.

Concentrix Daksh Private Limited

Seller Support Associate

Jan 2021 till Dec 2022

Key Responsibilities

- Resolving queries of sellers through E-mail.
- Coordination with the batch manager.
- Coordinating with the internal and external teams.
- Sending e-mails to sellers easily and understandably.

Education

Pursuing MBA in HR
University

Delhi Amity
July 2023

B com
Ramanujan College (NCWEB)

Delhi
2017 to 2020

Certificates

Diploma in ITI

Software skills

Basic knowledge of computers & their applications

- ATS
- MS -WORD
- MS –EXCEL
- POWERPOINT