

JYOTI RAWAT

Human Resource Executive

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NOIDA, Uttar Pradesh, India

HR Executive with almost 2 years of experience in optimizing HR operations, managing talent acquisition, and implementing data-driven employee engagement strategies. Proficient in leveraging HRIS and analytics to enhance recruitment processes and improve organizational performance. Strong skills in compliance, performance management, and HR metrics analysis.

Work Experience

Human Resource Executive

Dec 2023 - Present

Unvii IT Solutions | Noida

- Oversee daily HR operations, including recruitment, onboarding and off-boarding processes, while maintaining and updating employee records in the HRIS and ensuring data confidentiality and security.
- Sourcing of candidates from technical and digital marketing domain as per department requirement from LinkedIn, searching for quality candidates, negotiations with the selected candidates.
- Negotiate vendor contracts, achieving a 20% reduction in operational costs through strategic agreements.
- Reduce payroll and benefits administration costs by 30% through effective negotiation of pricing and fees, while ensuring uninterrupted and improved service delivery.
- Performing Reference and Background Verification of new hires.
- Onboarding, Pre Joining formalities and exit interview formalities.

Healthcare /IT Recruiter

Jul 2023 - Dec 2023

Talent 4 Health | Noida

- Source, recruit, and place healthcare & IT professionals for travel assignments nationwide, leveraging advanced sourcing tools and platforms.
- Develop and sustain relationships with healthcare facilities and candidates through strategic networking and regular communication.
- Conduct interviews and perform assessments to validate candidate qualifications and ensure alignment with assignment requirements.
- Negotiate contracts and assignment terms with both candidates and clients, ensuring mutually beneficial agreements.
- Provide ongoing support to candidates and clients throughout the assignment lifecycle, addressing any issues and facilitating smooth operations.
- Maintain and update a comprehensive database of candidates and job openings, utilizing systems like Naukri, Monster, and Nexus ATS.

HR Recruitment Intern

Jan 2023 - Jul 2023

Aurawoo International Pvt. Ltd. | Jaipur

- Manage end to end recruitment of IT professionals for diverse roles, from sourcing to placement.
- Perform Screening Resumes to assess candidate experience and alignment with required skills.
- Leverage multiple sourcing channels, including job boards like Naukri, Shine.com, Monster, social media, LinkedIn, professional networks and referrals, to identify potential candidates.
- Coordinate candidate engagement throughout the hiring process until the date of joining.
- Collaborate with hiring managers to understand their needs and prioritize recruitment efforts
- Strong experiences in Technology hiring of IT Professionals.

Core Skills

HRIS Proficiency, Contract Negotiation, Talent Management, Recruitment Strategies, Ensure Compliance, Screening Resumes, Prioritize

Education

Uttarakhand Technical University

Master of Business Administration

Aug 2021 - Jul 2023

Kumaon University

Bachelor of Arts

May 2016 - Jun 2019