

Aashi Gahlot

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CAREER OBJECTIVE

To work in professionally managed organization where I can use my skills and knowledge to contribute toward the goal of the organization there by achieving my career goal.

WORKING EXPERIENCES

Currently working as HR Executive in Titan Biotech Ltd. Since April 2023.

Titan Biotech Limited is one of the leading **manufacturers & exporters** of the biological products used in the field of Pharmaceutical, Nutraceutical, Food & Beverages, Biotechnology & Fermentation, Cosmetic, Veterinary & Animal Feed, Agriculture Industries, Microbiology Culture Media & Plant Tissue Culture Media etc.

Job Responsibilities:-

Recruitment

- Responsible for **end-to-end recruitment** which includes Job posting, Sourcing, Screening, Arranging interviews.
- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like Naukri.com, Shine. Com, LinkedIn and indeed).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Coordinating with the candidates
- Advertise job openings on the company's careers page, social media, job boards and internally.
- Coordinating with hiring managers till the closing of the position.
- Collaborate with managers to identify future hiring needs.
- Publish and remove job ads

Admin, Onboarding & Operations

- Prepare CTC Annexure & LOI for selected candidates.
- Issuing Appointment letter to new employee
- Salary negotiation
- Joining Formalities
- **Onboarding process**
- **Using HRMS Software**
- **Employee enrollment through HRMS Software**
- **Documentation**
- **Induction**
- **Employee Engagement**
- **Generate biometric identification.**
- **Background Verification**
- Maintaining **attendance** records of company's employee.
- **Leave Management**
- Update and maintain employee master in **Excel and Software**
- Updating internal database with new hire information
- Maintaining employee files in **Soft copy and hard copy.**
- **Welcome Mail for new joinee**

- Employee Birthday & Anniversary wishes mail and gift distribution.
- Preparation of Budget for festive celebration.
- **Monthly Expenses Management**
- **Coordinating with Accounts Teams for Expenses clearance.**
- Documentation of the entire employment cycle from joining to Exit formalities.
- Exit Formalities & F&F preparation
- Full & Final Clearance

Previously worked as **HR Consultant – Search & Selection** in **Aquarius HR consultant Pvt. Ltd.** From Sept, 2021 to March 2023

Job Responsibilities:-

- Responsible for **end-to-end recruitment** which includes Job posting, Sourcing, Screening, Arranging interviews (Telephonic, F2F, VC etc.)
- Sourcing/Screening profiles according to the job specifications (Through Naukri.com)
- Review & understand job requirements
- Creating Job descriptions as per client's requirement
- Scheduling & Coordinate with candidates for the interview
- Regular follow up with candidates
- Lineup shortlisted candidates for F2F, VC or telephonic interview
- Prepare and send offer packages to candidates received by clients.
- Coordinate with candidates till and after the joining.
- Managing Telephonic, VC and F2F interviews of candidates
- Maintaining daily MIS sheets.
- Maintaining attendance sheet.
- Managing the internal and client tracker (MIS reports) on daily bases
- Interview follow ups and updates
- Ensuring timely feedback collection and sharing of the feedback with the candidates
- Arrange interview as per clients direction & candidates availability
- Proper Coordinate with Client & candidate
- Manage the overall recruitment process
- Having good experience of recruitment in Manufacturing sector like **Automotive, Chemical, Pharmaceutical, Life sciences & Agro Chemical, FMCG, etc.**

PROFESSIONAL QUALIFICATION

Completed CIA+ Course from Institute of Computer Accountant (ICA) ,ASHOK VIHAR

ACADEMIC QUALIFICATION

- High school Passed From CBSE Board, DELHI.
- Intermediate Passed From CBSE Board, DELHI
- B.com from University of Delhi
- M.Com From IGNOU

PERSONAL DETAILS

- Date Of Birth :28 June 1999
- Marital Status : Unmarried
- Gender :Female