

# Ansh Puri

## Contact

### Phone

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### E-mail

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### LinkedIn

linkedin.com/in/anshpuri

## Skills

Recruitment

Stakeholder Management

Leadership

MS Excel

Power Point

Team work

Vendor Management

ATS Tool

Time Management

Negotiation

Public speaking

Communication

## Languages

Hindi

English

Punjabi

Dedicated recruiter with proven expertise in end-to-end recruitment processes. Skilled in sourcing, screening, and selecting top talent across diverse industries. Strong ability to build relationships with candidates and hiring managers, ensuring seamless recruitment experiences. Demonstrated success in meeting hiring goals and driving organizational growth through strategic talent acquisition initiatives.

## Work History

2022-09 -  
Current

### HR Associate - TA

*Argenbright Holdings*

- Involved in end-to-end recruitment process for US- based MNC for hiring of IT/NON-IT positions globally by initiating sourcing, shortlisting, job posting, scheduling, interviewing, pipelining, and initiating offers
- Managed and sourced from different recruiting tools to expand potential candidate pool including LinkedIn Recruiter, indeed, Monster, Naukri
- Reviewing applications, managing interviews, sending assessments, and following up with leads for future requirements
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates
- Managed overall interview, selection, and closing process with Stakeholders
- Conducted phone interviews to assess applicant's relevant knowledge, skills, experience, and pipelines
- Developed and posted job descriptions to various platforms to communicate open positions requirements to potential candidates,
- Utilized recruitment technology tools and platforms to streamline recruitment process.
- Placed advertisements, evaluated applicant credentials, and conducted initial interviews and prescreening assessments.
- Proficient in utilizing ATS such as People hum, UKG, Avature, Workday.

2021-09 -

### HR Executive (CSR)

2022-09

*Wipro HR Services*

- Conducted initial screening calls and managed interview scheduling efficiently.
- Implemented timely reminder systems via calls, texts, and emails to ensure interview attendance.
- Developed and maintained interview time slot schedules, updating as necessary.
- Developed and implemented onboarding and orientation programs for new employees.
- Provided training and mentorship to team members fostering their professional growth and development.
- Generated live scheduling tracker and daily reports for real-time visibility.
- Proficient in utilizing sourcing tools like LinkedIn, Naukri, Monster, Facebook.
- Proficient in utilizing ATS (Applicant Tracking System).
- Managed and followed up with no-show applicants daily, facilitating rescheduling.
- Maintained regular communication with stakeholders to meet hiring needs and SLAs.

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## Education

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2018-07 -  
2021-08

**B.S.C in Hotel And Hospitality  
Administration**

*CHANDIGARH UNIVERSITY - Chandigarh, India*

2018-07 -  
2021-08

**Tourism**

*Indira Gandhi National Open University - Delhi, India*

2018-01 -  
2018-12

**XII**

*CBSE Board - Kanpur, India*

2016-01 -  
2016-12

**X**

*CBSE Board - Kanpur, India*

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## Accomplishments

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- Worked as a Head of Hospitality Team in AIU (Association Of Indian Universities)
- Awarded as a Best drummer from Amar Ujala Newspaper.
- Performed in front of Respectable President MR. Ram Nath Kovind
- Performed in front of Punjabi Singer MR. Hardy Sandhu
- I am also a Food Blogger and explore different types of food and also create video recipes.
- I have collaborated with brands like Red bull, Pepsi, Lays, Barbeque nation, Radisson Blu, KFC and many more.

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## Training

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Vivanta By Taj, Bangalore

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## Disclaimer

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I hereby, declare that the information provided above is true to the best of my Knowledge.