

# Anushka Jain

[anushkajain1907@gmail.com](mailto:anushkajain1907@gmail.com) | +91 7987233662 | India

## PROFESSIONAL SUMMARY

---

Dedicated HR Recruiter with a passion for connecting talented individuals with rewarding career opportunities. With experience in full-cycle recruitment, I excel in sourcing, screening, and interviewing candidates across various industries. Committed to upholding the highest standards of professionalism and ethics in all aspects of recruitment. Proven ability to quickly adapt to new environments and technologies, enabling me to efficiently navigate social media platforms and Job Portals for candidate outreach. Eager to continue learning and growing in the field of HR.

## EXPERIENCE

---

### **Glowgen Innovibe Services Pvt Ltd** **GI Services - 20/10/2023 – 28/04/2024** **HR Recruiter cum Executive**

- Experience in end to end Recruitment cycle from screening, scheduling, interacting with clients for requirement gathering till on boarding candidates.
- Perform in-person, telephonic and virtual interviews with candidates.
- Facilitated the onboarding process for new hires, ensuring a smooth transition into the organization.
- Developed talent pools through creative sourcing techniques including referral generation, networking, direct sourcing, and advanced Internet sourcing (Social business networking sites such as LinkedIn, Internal database, Employee referrals, and Internet sources and Job Boards like Naukri, Indeed, Apna, Workindia)
- Identified hiring needs, developed job description, recruitment plans and posted them on select job boards.
- Monitored client satisfaction and addressed issues to enhance loyalty.
- Maintaining databases for all active and inactive candidates in building pipeline.
- Handled employee inquiries, disputes, and conflicts, maintaining a positive and supportive work

### **Internship**

#### **Cancer Care Trust - 10/8/2023 - 15/10/2023**

#### **HR Recruiter**

- Designing & Updating job descriptions.
- Sourcing potential candidates from various channels and screen resumes and conduct telephonic interviews.
- Coordinating with internal team leaders to maintain the records.

## EDUCATION

---

### **Teerthanker Mahaveer University**

Bachelor of Business Administration; Major in Human Resources

## OTHER

---

- **Technical Skills:** Boolean Search, Google Sheets, Talent sourcing
- **Soft Skills :** Communication and Correspondence, Teamwork, Problem Solving, Confidentiality, Ethical Conduct
- **Certifications & Training:** Compensation Management, Diversity Management
- **Languages:** English, Hindi