

HARSHIT KUMAR

HR EXECUTIVE AND
GENERALIST

PHONE | (+91) 8814097836

EMAIL | hmehta1.hm@gmail.com

LOCATION | Noida, INDIA

EXPERIENCE | 2 Years 0 Month

Key Skills

- Interviewing
- Technical Hiring
- Joining Formalities
- Talent Acquisition
- Job Description
- Email
- Telephonic
- Recruitment
- Shortlisting
- Screening
- Job Posting
- Human Resource Management

Languages

- Hindi
- Punjabi
- English

Profile Summary

An enthusiastic fresher with highly motivated and leadership skills having Bachelor's degree in Arts and PG Diploma in Human Resources Management - Expert in implementation of each step of project. - Eager to learn new technologies and methodologies. - Always willing to innovate the new things which can improve the existing technology.

Work Experience

HR Executive and Generalist

Robospecies Technologies Pvt. Ltd.

05/2022 - Present

1.Shortlisting suitable candidates from Naukri.com's Resdex as per the job profile. 2. Interview candidates for different job openings i.e. Sales, Technical (Office work and Stem/Robotics Trainer). 3. Joining Formalities. 4. ID cards 5. Arrange online/offline training for newly joined employees as per the requirement.

Internship

Robospecies Technologies Pvt . Ltd ., 153 Days

Education

MBA/PGDM - HR/Industrial Relations

2022

Narsee Monjee Institute Of Management Studies,
Mumbai

Grade - 68%

B.A - Arts&Humanities

2020

JCD Memorial (PG) College

Grade - 62.8%