

Harshita Arora
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Noida

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SUMMARY

I am an Assistant Manager - HR with 3 years of experience in bulk recruitment, vendor hiring, and team management. I seek to enhance my knowledge in HR Business Partner (HRBP) roles and share my expertise with a new team, focusing on driving HR initiatives and fostering a strong work culture.

SKILLS

- Communication Skills
 - Decision Making
 - Leadership
 - Conflict Resolution
 - Onboarding
 - Active Listening
 - Relationship Building
 - MS Excel with AI
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EXPERIENCE

Assistant Manager - Talent Acquisition

IndiaMART Intermesh Ltd

08/2022 - Present | Noida

- Lead a team of 5-8 members in managing both tele and field bulk recruitment for India's largest B2B marketplace.
- Managed relationships between business and recruitment teams to ensure smooth processes.

- Handled vendor hiring with 3 vendors, providing guidance in sourcing, documentation, and hiring.
- Devised strategies to tackle critical candidate drop situations and manage attrition rates effectively.
- Worked on reducing attrition by addressing reasons behind employee turnover.
- Personally led pilot projects for setting up the new ERP portal, Klimb, running all aspects of the project from initiation to implementation.
- Created SOPs and recruitment policies in collaboration with management.
- Managed business stakeholders across PAN India branches and handled their recruitment-related queries.

HR Recruiter

IndiaMART Intermesh Ltd

09/2021 - 07/2022 | Noida

- Managed end-to-end recruitment for bulk hiring across various departments.
- Conducted cold calls and achieved all line-up and weekly joining targets.
- Screened candidates from various job portals.
- Addressed candidate queries after selection, handling selection drop-offs.

HRBP Intern

Stallion Market Research

2021 | Remote

- Recruited candidates through LinkedIn and other platforms.
- Drafted HR policies and prepared HR documents, contributing to the overall HR strategy.

HR Operations Intern

Dainik Bhaskar

2021 | Jaipur

- Managed payroll and Full & Final (FnF) settlements.
- Assisted in onboarding processes using HONO software.

HR Intern

CII Model Career Centre

2020 | Remote

- Shortlisted candidates and scheduled interviews with various companies.

- Initiated tie-ups with over 20 companies and promoted the CII mobile application.
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EDUCATION

Post-Graduation Diploma in Management

Jagan Institute of Management Studies

2019 - 2022 | Jaipur

ACHIEVEMENTS

- Rewarded 5 times as a top recruiter.
 - Promoted to team leader within 10 months.
 - Successfully closed bulk hiring vacancies.
 - Set a benchmark for team performance in recruitment.
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STRENGTHS

- Ownership: I take full responsibility for my role and team performance.
 - Leadership: Strong ability to lead and guide teams to meet organizational goals.
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PASSIONS

- Handling people and fostering a positive work culture.
- Continuously learning new HR trends and processes.