

Work Experience

Altudo

Payroll- Damco Solutions Pvt. Ltd

July 2024 – Till date

Associate HR- Talent acquisition (Contractual)

Gurgaon, India

- Experienced in sourcing candidates using Boolean searches & Xray searches.
- Assist in creating and posting job advertisements on various job boards, social media platforms, and the company website.
- Review resumes and applications to identify qualified candidates & conduct initial phone screenings to assess candidate qualifications, interest, and fit for the position.
- Coordinate interviews with hiring managers and maintain an efficient scheduling process.
- Assist in administrative tasks related to talent acquisition, such as maintaining candidate databases, scheduling meetings.

Helm Analytics (CCS Global Tech)

May 2022 – Sept 2023

Sourcing Specialist and Recruiter (Full Time)

Noida, India

- Orchestrated the end-to-end recruitment process with a focus on strategic sourcing strategies.
- Achieved a 20% reduction in overall recruitment costs through implementation of innovative sourcing approaches using Boolean & Xray searches method.
- Optimized the candidate selection process, resulting in a remarkable 15% decrease in time-to-fill for open positions.
- Proactively initiated and fostered vendor relationships, leading to a commendable 25% increase in the quality of sourced candidates.

Jeevansathi.com (Info Edge India Ltd.)

Mar 2021 – July 2021

Client Relationship Executive (Full Time)

Noida, India

- Sales and Operations
- Client Handling
- Calling and customer retention

Education

Master of Business Administration

PSIT College of Engineering, Kanpur

Master's degree program

Aug 2019 – June 2021

Marketing Management and Human Resource Management

CGPA: 7.22

Bachelor of Business Administration

Jagran Institute of Arts, Science and Commerce, Kanpur

Bachelor's degree program

Aug 2013 – Aug 2016

Final Percentage: 56.45

Research Project and Internship

Project

Kanpur, India

A study on performance appraisal practices in Indian Banking

Summer Internship

Kanpur, India

A study on consumer perception towards Online Grocery Purchase

Technical skills

Key Skills	Boolean Search, Client Relationship Management, Xray Search, Team Supervision, Interviewing, Human Resource Management, HR Administration, Recruitment Management, Recruitment Selection
Software Packages	Expertise in various recruiting tools and extensions, such as Ceipal ATS, LinkedIn RPS, Dice, Monster, Indeed, Naukri.

Areas of Interest

Analytical Domain	Roles related to analytic and technical operations
Core Domain	Roles related to HR operations