

COVER LETTER

Dear HR,

I am writing to apply for HR Recruiter position at your esteemed organization. I believe my experience of 4+ years in HR will match your key requirement in advertised position.

My experience in HR has allowed me to grow and develop both professionally in my HR knowledge and experience. I look forward to another HR position to continue my growth in the field and ultimately. Your position appears to allow this growth.

Review of my credentials will indicate that I am competent in areas of HR like-Full Recruitment Cycle, Taking Interviews, Joining and Exit Formalities, Training, Induction, On Boarding, Documentations, Reference check or background verification and Employee Engagement. Driven by high energy levels and professional competence I am confident of making visible contribution to company's growth and profitability objectives.

A tour through my enclosed resume shall take you through the details and I am confident, in my credentials, you would find a perfect fit for the said job.

Thanking you in anticipation for an opportunity to be a vital part of your organization.



DAISY SARMA

Email Id: daisysarma715@gmail.com

Contact No: 9582356778

Address: 94 A, Sant Nagar, East of Kailash, New Delhi – 110065

LinkedIn - <https://www.linkedin.com/in/daisy-sarma-0b6086b7/>

CAREER OBJECTIVE

- To join a good organization and increase my skills and to enhance the performance of the company for better output through a disciplined, organized, and progressive ways with my sincerity, creativity, hard work and utmost endeavors in the task entrusted to me.
- Intend to build a career in the field of Human Resource (HR) and willing to work in challenging and creative environment with all my professional skill.

PROFESSIONAL EXPERIENCE

• SIS Cash Service Pvt Ltd (August 2022 till Present)

- Handling End to End Recruitment.
- Onboarding the employees.
- Joining formalities
- Exit Formalities.
- Documentation
- Making Recruitment tracker
- Involved in full execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates and managers) including the recruitment administration.

• Ekta Cosmetics Limited (November 2017 till June 2019)

- Recruitments for Pan India for brands like Makeup Studio, Skeyndor and Depileve.
- Searching, Screening and short-listing CVs from job Portals.
- Talent Acquisition
- Employee Engagement

- Attendance checking
- Creating mail id, visiting card , I card etc
- Looking after Expenses of the Sales team and coordinating with them.
- Administering appropriate company assessments
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees.
- Preparing various letters types like Offer/Appointment/Transfer/Promotion/Termination.
- Employee transfer and confirmation.
- Joining formalities and responsible for timely audit of personal file of employees to ensure complete documentation.
- Coordinate with IT department to facilitate IT Infrastructures for the new joiners
- Conducting employee orientation for new joiners.
- Handling employee grievances.
- Other HR operations.
- Collating all New Hire forms, create Personal file of New Hire along with handling on boarding related queries.

- **Worked with Convergys India Pvt Ltd as Recruitment Executive (Experience 1.6 years (May 2016 – November 2017))**

- Handling end-to-end bulk recruitments and meeting the deadlines in the prescribed manner.
- Hiring for Support level, Lateral and Leadership level profile.
- Handling Bulk recruitment along with ensuring the appropriate person- process-job fit.
- Taking care of joining formalities, Making confirmation/ warm calls to candidates.
- Generation of Offer Letters/Appointment Letters and maintaining the MIS of the same.
- Handling the Background Checks for the new joiners.
- WORKDAY: Creating the profile of the entire candidate that appears for the interview on workday.
- WORKDAY: Linking the profile of all new hire's with respective requisition.
- Involved in full execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates and managers) including the recruitment administration.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Manages posting of job vacancies at the best performing recruitment channels (responsiveness, quality and costs)
- Source the candidate's profile from Database, Job portals, Vendors, Walk-in, Applicant Referrals, SMS Campaigns, Employee Referral, Social Media, and Personal references for Gurgaon, Bangalore, and Pune location.
- Workday: Creating the profile of all the candidates that appear for the interview on workday.
- Workday: Linking the profile of all new hires with respective requisition.
- Experience of handling job fairs and campus hiring at various Universities.

EDUCATIONAL QUALIFICATIONS

Year	Degree/Specialization	University/Board/Institute Name, City	Percentage
2014-16	PGDM(HR and Marketing)	New Delhi Institute Of Management	55%
2011-14	BA Program	MBU	74%
2009-11	12 th	CBSE	62%
2009	10 th	National Institute of Open Schooling	62%

PROJECTS/ TRAININGS UNDERTAKEN

CSR Project January 2015	<p style="text-align: center;">Company: CRY (Childs Right and You) Location: Rithala, New Delhi</p> <ul style="list-style-type: none"> I worked for the children who don't get education. I taught them subjects like math and English
Summer Internship (May-Jun)	<p style="text-align: center;">Company: Hindustan PowerprojectsPvt ltd Project Title: Recruitment and Selection Location: Okhla , New Delhi</p> <ul style="list-style-type: none"> I learned how to take personal and telephonic interview as I myself took HR round interviews for some of the position and also coordinated for the same. There were hands on exposure on job portal like naukri.com, Wherein I learned how to searched candidates for required skills. Learned to conduct telephonic round interview and judge the candidates at various parameters like communication, stability etc. I learned how to create database, maintain documents of the new joinees, summer trainees, selected candidates and rejected candidates. I learned about HR Dashboards and how to make it. I learned to make HR activity calendar.
Live Project 1 week	<p style="text-align: center;">Company: BIG BAZAR Location: Gurgaon</p> <p style="text-align: center;">Project Title: Sales and Marketing</p> <ul style="list-style-type: none"> Customer Relation Got idea about sales

AWARDS & ACHIEVEMENTS

- Certificated for various inter school dance competition.
- 2nd position in dance competition
- Kathak Dancing

KEY SKILLS

- Knowledge on MS Office – WORD, EXCEL, POWERPOINT
- Good communication skills
- Good inter personal skills

HOBBIES

- Travelling
- Listening Music
- Interacting with people

PERSONAL VITAE

Date of Birth : 10th August 1991

Languages : English, Hindi, and Assamese

Fathers Name : Mr. Gagan Ch Sarma

Gender : Female

Nationality : Indian

Declaration

I, Daisy sarma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Daisy Sarma