

Ritik Vishnoi

ritikvishnoi222@gmail.com

7417395461

Career Objective

To work in an organization that will provide a forum for both professional and individual growth, challenging work environment that would help faster my managerial skills.

Educational Details

Post Graduation

Master of Business Administration (MBA) 2021

Institute Name – DR. Ram Manohar Lohia Avadh University Ayodhya U.P.

Specialization

HR And Marketing

Graduation

B.sc (Hons.) C.S. 2019

Institute Name - Teerthanker Mahaveer University Moradabad U.P.

Academic

XIIth Standard 2016

College Name – S.V.M. Inter College Moradabad U.P.

Xth Standard 2014

College Name – S.V.M. Inter College Moradabad U.P.

Work Experience

Commure India Pvt. Ltd.

25th July 2024 to Present

HR Executive

- Responsible for end-to-end recruitment process.
- Updating employees' records in HRMS.
- Hands on experience on ATS.
- Generating offer letter to the selected candidates.
- Experience in exit formalities.
- Handling Induction and onboarding process.
- Preparing variable pay of every month and sharing report to the account department.

Revive IT Solutions

4Sep 2023 to 18th June 2024

HR Executive and Admin

- Responsible for end-to-end Recruitment Process.
- Coordinating with the Hiring manager for daily interviews.
- Experience in employee engagement activities.
- Knowledge of various job portals.
- Scheduling face to face or virtual interviews.
- Rolling out offer letters and appraisal letters.
- Handling onboarding and induction process.
- Experience in background verification.
- Performing reference checks and background checks.
- Managing employee data and sharing report to the reporting manager.
- Managing all type of office expenses.
- Maintaining employee records and documentation.
- Generating HR Reports.
- Handling exit formalities and sharing experience letter and relieving letter.
- Managing employee queries.

SNVA Ventures Noida

18 July 2022 to 29 Aug 2023

HR Executive

- Responsible for handling end-to-end Recruitment and Operations.
Contractual hiring for Wipro Organization.
- Clearing the onboarding process.
- Experience in IT and Non-IT both.
- HR processes from Hire to Retire (on boarding to Separation), Recruitment
- Sourcing profiles from various job portals (LinkedIn, Naukri, Indeed, Instahyre).
- EMS data maintenance, Maintenance of employee records / files.
- Strengthened all HR and employment policies and implemented processes across the company.
- Responsible for increasing Employee Satisfaction through enhancing HR processes, employee engagement enhancing employee communication.

- Upgraded administrative infrastructure to make the working environment more effective and efficient.
 - Day to day personnel handling and HR administration activities such as maintaining employee record benefits, expense management, filing, MIS reporting, etc.
 - Coordinates the Background Verification process of candidates.
 - Facilitate complete documentation & on boarding process of New Hires and conducts Employee Exit Interviews.
- Assists with maintaining HR information, documents/ forms, policies, etc.

Kalahanu Retail Ventures Pvt. Ltd.

1 March 2022 to 30 April 2022

HR Intern

- Responsible for End-to-End recruitment Process.
- Match right candidate to jobs and arrange interview for the same.
- Screening resumes and applications forms.
- Responsible for advertising jobs on various job portals.
- Attendance management and Daily Report.

Interpersonal Skills

- Knowledge of End-to-End Recruitment Process.
- Capable of using MS Excel.
- Capable of using Microsoft Office.
- Confident and determined.
- Communication skills
- Knowledge of various Job Portals.

Biographic

- Father's Name - Mr. Sushil Kumar
- Mother's Name - Mrs. Uma
- Date of Birth - 08/07/1999
- Marital Status - Unmarried
- Languages Known - English, Hindi
- Nationality - Indian
- Present Address - New Ashok Nagar, New Delhi - 110096