




Shruti Purohit

Human Resource Professional

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SKILLS

- Recruitment Strategy
- Sourcing
- Screening
- HR Induction
- Salary Negotiation
- Employee relations
- Mapping

EDUCATION

AMITY ONLINE- PURSUING

Masters in Business
Administration (2023-
2024)

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Bachelor of Business
Administration (2019-
2022)
70.2%

MODERN PUBLIC SCHOOL

Grade 12th CBSE (2018-19)
89%
Grade 10th CBSE (2016-17)
74.1%

ABOUT ME

Human Resources Executive with 2 years of progressive HR experience and advanced knowledge of Recruitment, Operations. and employee relations. Engages with HR service providers and suppliers on HR systems, professional and skilled staff and sound financial resources. Maintains strong stakeholder focus and service-oriented attitude with excellent organization and interpersonal skills to excel in multi-cultural environment.

WORK EXPERIENCE

TR CHADHA & CO

Human resources executive, Sep 2023 - NOW

- Managed full-cycle recruiting process for multiple roles simultaneously while maintaining high-quality standards in candidate assessment and selection.
- Developed talent pipelines by utilizing various sourcing techniques, including social media, campus placement, walk-in drive for articles.
- Sourced and screened candidates for multiple roles (mostly Non-IT into Financial services) and worked with hiring managers to coordinate interviews, offers, onboarding, and induction.
- Optimized job postings over LinkedIn for better visibility, resulting in increased applicant numbers.
- Conducted ongoing assessments of onboarding program results, identifying areas for improvement or expansion based on data-driven insights.
- Worked on hiring for graduates, semi-qualified, articles, chartered accountants into versatile domains.
- Gained practical experience in releasing job offers, onboarding new employees, facilitating employee communication, and conducting negotiation.

LANGUAGE

English

Hindi

INTERESTS

Singing, Playing guitar

RECRUITMENT CELL

Recruitment analyst, July 2022 - Aug 2023

- Source and recruit candidates for Deloitte, PwC, KPMG, EY, and Grant Thornton, Metlife, Macquarie by using databases, social media, Job portals like Linked In, Naukri.com, etc.
- Screen candidates' resumes and Job applications. Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within the schedule.
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes.
- Provide analytical and well-documented recruiting reports

INTERNSHIP EXPERIENCE

WONDER LAB

Event Management Intern, Feb 2023 - July 2023

- Organize different events, interact with clients, come up with suggestions to enhance the event's success, and lead and coordinate all operations.

DHARAMSHILA NARAYANA SUPER SPECIALTY HOSPITAL

Human Resource Intern, April 2022 - May 2022

- Updating databases of new employees, organizing interviews with shortlisted candidates, Assisting in planning company events, coordinating new hire orientations, and responding to inquiries.