

Anant Rajpoot

Ambitious HR : Passionate about Talent Acquisition and driving organizational success.

Dynamic HR professional adept at proactively managing talent acquisition and fostering employee development while maintaining strong relationships and promoting motivation. Skilled in building rapport across all organizational levels and adeptly resolving issues with finesse. A flexible and focused team player with extensive expertise in recruitment, HR best practices, strategic planning, and time management. Possesses comprehensive knowledge in Applicant Tracking Systems (ATS).



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Delhi, India



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SKILLS

Talent acquisition techniques

Negotiating

Candidate screening and assessment

Strong verbal and written communication skills.

MS Office, Research & Presentation.

Performance Management

Recruitment Planning.

Employee Engagement

LANGUAGES

English
Full Professional Proficiency

Hindi
Native or Bilingual Proficiency

INTERESTS

Gym Listening music

Karate Art

Dance

EDUCATION

Graduation

Guru Gobind Singh Indraprastha University

07/2017 - 11/2020

Courses

▫ B.B.A

H.S.S.C

Arunodaya Public School (CBSE)

05/2015 - 05/2017

Courses

▫ Commerce

WORK EXPERIENCE

Human Resource - Talent Acquisition & HRBP

Physics Wallah

12/2022 - Present

Noida

Responsibilities -

- Partnering with hiring managers to determine staffing needs.
- Screening & Shortlisting resumes, Performing Telephonic interviews with candidates.
- Salary Negotiations & Offer Letter Process.
- Developed job postings, recruited candidates and scheduled interviews to fill vacant positions.
- Coordinating interviews with the hiring managers. Following up on the interview process status, Informing job applicants of duties and responsibilities, compensation and benefits.
- Supporting HR Initiatives, Onboarding, Performance Management, Training & Development, Employee Engagement & Conflict Resolution.

HR Trainee (Internship)

Salona Cotspin Pvt. Ltd

06/2018 - 07/2018

Delhi

Responsibilities -

- Assisting departments with their recruiting needs through liaison with advertisers or recruiting internally.
- Meeting with departmental representatives to discuss with HR and referring issues with HR.
- Created & organized and maintained employee personnel files to keep sensitive data secure.

ACHIEVEMENTS & ACTIVITIES

Performer of the Quarter Award 2023 for Q1'23 at Physics Wallah.

Performer of the Quarter Award 2023 for Q2'23 at Physics Wallah.

Rising Star Award at PW HR Samvaad 2023.

Participated in many Art and Cultural Competition in college and other Inter- College Events.

Freelance Event Coordinator.