

## **CURRICULUMVITAE**

**GauriRaghav**

**Current Address: - East Avenue Grand, Sec-49,  
Noida, UP**

**Mob.No:- +91-8938054439, 7505771535**

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### **PROFILESUMMARY**

**Talent recruitment and acquisition professional with overall 4 years of experience in developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations ,placement and on boarding. Creatively source high-caliber candidates by leveraging recruiting software, social media and cold calling and employee referrals.**

**Diverse Placements: Performed professional, Technical, NonIT, executive and managerial recruiting.**

### **WORK EXPERIENCE**

**Matrimony.com Ltd.  
HR - Talent Acquisition  
November 2022 - Present**

- 1. Responsible for full life cycle recruiting, including sourcing, interviewing, salary negotiation, offer and closed candidates for assigned requisitions.**
- 2. Head hunting, maintaining daily trackers, scheduling interviews, cold calling, referencing, regular follow up with selected candidates.**
- 3. Handling end-to-end bulk recruitments and meeting the deadlines in the prescribed TAT.**
- 4. Managing and handling the orientation of new employees.**
- 5. Involved in full execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates and managers).**
- 6. Source the candidate's profile from Database, Job portals, Vendors, Walk-in, Employee Referral, Social Media**

**Netambit Valuefirst Pvt. Ltd.  
HR - Talent Acquisition  
November 2021 – October 2022**

- 1. Responsible for full life cycle recruiting, including sourcing, interviewing, qualifying and placement of a full range Non-IT candidates.**
- 2. Managing technical recruitments for the Business unit, Review and understand sales job requirements.**
- 3. Head hunting, maintaining daily trackers, scheduling interviews, cold calling, referencing, regular follow up with selected candidates & clients.**

4. **Handling end-to-end bulk recruitments and meeting the deadlines in the prescribed TAT.**
5. **Taking care of joining formalities, Making confirmation/ warm calls to candidates.**
6. **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.**
7. **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).**
8. **Source the candidate's profile from Database, Job portals, Vendors, Walk-in, Applicant Referrals, SMS Campaigns, Employee Referral, Social Media and Personal references for PAN India Location.**

**McNROE Consumer Products Pvt Ltd.**  
**HR Executive**  
**October 2019 to April 2021**

**JobResponsibilities:-**

- **Time office functions viz., Attendance, Absenteeism, Leave, salary/ wages of employees.**
- **Preparation & maintain all record of government departments.**
- **Assist in assessment work –PF, ESI.**
- **Document daily worker attendance & Man power planning.**
- **Recruitment process like sourcing potential candidates through various job portals & screening the candidate's interview via phone and in-person.**
- **Ensure follow up of statutory obligations- PF, ESI, Bonus, and ensure adherence to all legal compliances related to Contract workers & Ensure there is no non compliances.**
- **Ensuring efficient execution of admin related tasks either through in-house activities or through service providers.**
- **Liasoning with labor contractor(s) for new manpower requirement and for ensuring resolution of any worker related issues.**
- **Conduct employee induction and facilitate joining formalities.**
- **Conduct the Induction Training of New comers Employees.**
- **Conduct the Exit interview of those employees who leave the organization.**

## EDUCATION

- *M.B.A from Subharti University in 2019.*
- *M.Com from C.C.S. University in 2017.*
- *B.Com from C.C.S. University in 2015*
- *Intermediate from Loyal Public School in 2012.*
- *High School from Amol Chand Publicin2010.*

## SOFTWAREHANDLING

- *Basic of computer, Excel, ERP (Mcworld, HRone), Manch.*

## STRENGTH

- *Positive Attitude*
- *Responsible*
- *Quick learner*

## HOBBIES

- *Travelling, Interacting with new people*

Father's Name : Mr. Gopal Singh Raghav  
Date of birth : 27Feb, 1996  
Gender : Female  
Permanent Address : Muni, Khurja, Bulandshar, Uttar Pradesh - 203131

### Declaration:

I solemnly declare that the information furnished above is true & correct to the best of my knowledge.

*Date:.....*

*Place:.....*

**(GAURI RAGHAV)**