

ABHISHA TRIPATHI

Human Resource

Gurgaon,122017 | 9335850702 | abhishatripathi824@gmail.com

CAREER SUMMARY:

As a driven, passionate, and ambitious individual, I am having MBA degree in Marketing and specialized in Human Resource Management at the Narsee Monjee Institute of Mumbai. My goal is to work in an organization that will allow me to apply the theoretical and practical knowledge I have acquired so far to the diverse fields of employee relations.

WORK EXPERIENCE:

Talent Squad Private Limited

HR Executive Recruiter | 14 August 2024 - Present

- Managed full-cycle recruitment , Developed and executed hiring strategies, prepared job descriptions, and conducted thorough screenings and interviews to attract top talent using LinkedIn Recruiter Lite, Naukri.com, ATS (Zwayam,Lever), employee referrals, and networking.
 - Successfully managed the entire recruitment pipeline for online/offline, walk-ins, referral marathons, and virtual/in-person hiring events,
 - Ensured smooth onboarding experiences for new hires and managed respectful, seamless exits for those transitioning
 - Built and sustained valuable partnerships with recruitment agencies, vendors.
 - Continuously identifying opportunities to drive efficiencies and enhance recruitment processes, fostering a supportive workplace culture.
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Consulti Info Solution Private Limited

HR Executive | 04 March 2023 - 04 July 2023

- Conducted phone, face-to-face interviews with candidates utilizing excellent judgment and acted as a Supportive consultant to recruits, helping them to onboard and settle into new environments.
 - Researched ideal candidates using range of platforms, including LinkedIn, social media and CV database tools.
 - Advertised and managed position listings, organizing interviews with suitable candidates.
 - Conduct hiring discussions and facilitate onboarding for new hires.
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Food and Beverages Recipes

Digital Marketing Intern | 01 August 2022 - 30 December, 2022

- Demonstrated knowledge of concepts such as SEO, content marketing, social media marketing, email marketing, and PPC advertising.
 - Handled hands on experience such as managing social media accounts, creating content strategies, or analyzing market research data.
 - Managed a team including 6 members and maintained proper co-ordination among team by providing guidance in daily task also maintained proper record of employees by using excel sheets and google sheets.
 - Managed digital projects from initial concept through final implementation and live monitoring.
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Amazon

Amazon Trained E-commerce Specialist | 05 May 2021 - 30 August 2021

- Onboarded New sellers by following end to end recruitment process and maintain proper employee database record.
- Increased sellers satisfaction by resolving issues.
- Developed and maintained courteous and effective working relationships.
- Worked with sellers to understand needs and provide excellent service. Monitored company inventory to keep stock levels and databases updated.
- Conducted research, gathered information from multiple products of seller's account and presented results.
- Proved successful working within tight deadlines and fast-paced atmosphere.

EDUCATION:

- **Narsee Monjee Institute of Management Studies, Mumbai, Maharashtra**
MBA in Human Resource Management | 01/2024
 - **Master of Commerce | Gorakhpur, Uttar Pradesh**
Marketing | 04/2018
 - **Bachelors of Commerce | Gorakhpur, Uttar Pradesh**
Business Administration | 04/2016
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SKILLS:

Communication skills, Time Management, Leadership, Microsoft Excel, HR Knowledge, Presentation Skill