

IshaArora

+919205088394

Isha.121997@gmail.com

Uttarakhand

Summary

Dependable HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

Experience

Talent Acquisition Specialist – Ramagya Group

December 2023 – January 2024

- Screening and Sourcing for multiple positions like Academic counsellor, School Principal, Admin Manager, and various non teaching staff.
- Conducting virtual as well as face to face interviews with different candidates.
- Working on different Job Portals like Indeed, LinkedIn, Naukri.com

HR Manager – Reclame Hub, Noida

March 2023 – October 2023

- Understanding the demands of Digital Marketing Agency and its requirements for employees.
- Preparing Job Descriptions on different job positions in a company, screening and sourcing through various Job Portal like LinkedIn.
- Coordinating with employees until they join, listening to their grievances, and finding a solution for smooth functioning.
- HR Operation works like maintaining a base for all the employees' attendance, salary sheet, helping in any event related to birthdays, anniversary and etc.

Recruitment Consultant – PwC, Gurgaon

August 2022 - February 2023

- Continued with the hiring personnel for the Management Consulting.

- Sourcing Professionals comprising of Energy, Power, Oil and gas, Metal and mining, and agriculture.
- Sourcing from hiring platforms like but not limited to Naukri.com. IIMjobs, LinkedIn.
- Independently handling recruitment drives for candidates PAN India.

Talent Acquisition – PwC, Gurgaon

February 2022 – August 2022

- Hiring experienced personnel for the management Consulting Sector.
- Scheduling interviews by coordinating with multiple stakeholders (ADs, Directors, Partners).
- Studied Job descriptions for various demands and Recruiter calling for the interest check of the candidates.

Promoted as a Recruitment Consultant within six months.

Associate Recruiter – Talent Toppers, Noida

May 2022– January 2022

Talent Toppers provides quality talent supply and Talent Management Solutions to Fortune and global Enterprises and Innovation Startups.

- Technical and Non-Technical Recruitment. Worked on various Niche positions for multiple clients.
- Worked for Big4s, Sunlife Financials, IndusInd Bank, Sopra Steria.

End-to-end recruitment, regular follow-ups with the client for their demands.

- Interview scheduling, selection process, and coordinating with candidates until they join the organisation.

Human Resource Intern - Artemis Hospitals, Gurgaon January

2020 - February 2020

- Artemis Hospitals is the first JCI and NABH-accredited, multi-specialty hospital in Gurgaon, India.
- Understanding the role of an HR, going through various Job portals like Naukri.com, LinkedIn, and various others for the hiring process.
- Background verification of the employees who had joined within a month.

Pushpawati Singhania Hospital : September 2019 - October 2019

Observational Study regarding the Recruitment process

Understanding the role of a recruiter, worked on HR Processes, cold callings for the interview process.

Documentation for various candidates to maintain Database

Education

**Masters in Organizational Psychology – Amity University,
Noida** Year of Masters: 2019 - 2021

**Dissertation in the Effect of Work-Life Balance on an
organizational employees' job efficiency.**

**BA (Hons) Philosophy – Daulat Ram College, Delhi University (North
Campus)**

Year of Graduation: 2016 - 2019

Skills

HR and Recruitment Teamwork Skills Administrative Support Benefits Administration
Resource Allocation Relationship building