

## **KASHISH**

### **HUMAN RESOURCE**

Kashishh2807@gmail.com | 9582022567

LinkedIn - <http://linkedin.com/in/kashish-01b623210>

#### **Skills**

**Recruitment and staffing**

**Employee relations**

**HR policy development and implementation**

**Benefits administration**

**HRIS management**

**Performance management**

#### **PROFESSIONAL EXPERIENCE**

##### **IMAGA TRADE AND CRAFT**

Human Resource Specialist Nov 2023- Feb 2024

###### **Key Responsibilities: -**

- Directed end-to-end recruitment processes, including posting job ads, screening resumes, scheduling interviews, conducting background checks, and preparing offer letters, enhancing HR efficiency by 40%
- Streamlined the onboarding process, resulting in a 50% reduction in training time and increase in new employee satisfaction.
- Optimized hiring procedures, reducing candidate backouts by 20% and enhancing engagement.
- Implemented POSH policy, ensuring compliance and fostering a safe workplace environment.
- Manage employee relations by addressing employee concerns, conducting investigations, and resolving conflicts.
- Assist in performance management processes, including goal setting, performance evaluations, and disciplinary actions.
- Maintain employee records and HRIS database.
- Plan and execute employee engagement initiatives and events to foster a positive work environment.
- Conduct exit interviews and manage onboarding & offboarding processes efficiently.

##### **FREELANCING**

Recruiter | May 2023- Oct 2023

##### **PASONA INDIA PVT. LTD. [Japanese MNC]**

Sr. Executive- Talent Acquisition | Feb 2022 – May 2023

###### **Key Responsibilities: -**

- Handling end-to-end recruitment process and ensuring resource request is completed within deadlines Sourcing, Screening, Evaluating, and Salary Negotiations, taking interviews F2F & Telephonic (Depending on the client's requirement), filtering candidates for open positions, Implement overall recruiting strategy.

- Recruiting for different Japanese MNC's (Mitsui & Co., Mitsubishi, Roki R&D, MUFG, Sumitomo, Sojitz, Osaka gas, Toyota, JICA, Nexty, Prestige, Uniqlo Etc.)
- Oversaw the entire hiring process, ensuring alignment with corporate goals, and collaborate with recruiting managers to identify key role requirements.
- Exposure in Handling the key accounts, Coordinate with the client for the recruitment activities, Regarding Interview Schedule, Interview follow-up, Meetings, Invoicing, etc.
- Sourcing candidates using Naukri, LinkedIn and other platform to source the candidates.
- Ability to assess and evaluate candidate qualifications, negotiate and close deals with candidates.
- Industry Automotive, Manufacturing, FMCG, Trading, Banking, corporate hiring, Professional Services, etc.
- Managed permanent and temporary roles, assess candidates, and close deals effectively while handling client accounts and invoicing.

### **Internship BAAZI GAMES**

Social media marketing intern | Jan 2021- Feb 2022

Key Responsibilities: -

- Managing and handling the social media accounts of company.
- Created engaging blog and social media content

### **ACADEMIC**

#### **Bachelor's Marketing Management and Retail Business**

College of Vocational studies, Delhi University | July 2021

#### **Higher secondary Education**

DAV Public School, Sec 37 Faridabad | 2018

#### **High School**

DAV Public School, Sec 37 Faridabad | 2016

### **CERTIFICATES**

- Currently pursuing Executive Program in Human Resource Management –IIT Delhi | 2024 Present
- Business communication skills (06/2019)
- Human Resource Management (09/2020)
- Advanced Excel (02/2020)

### **Personal Information**

- Name : Kashish
- DOB : 28<sup>th</sup> July 2000
- Address : New Delhi
- Marital Status : Single