

# ROOPAM

## CONTACT

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3rd May

## OBJECTIVE

Passionate HR Executive with a keen interest in contributing to a dynamic workplace with a strong foundation in screening and recruitment to foster a positive work culture.

## SKILLS

- Recruitment and Selection
- Induction and Orientation
- Employee Relations
- Training and Development
- Compensation and Benefits
- HR Information Systems
- Adaptability

## INTERESTS

- Listening Music
- Reading Articles / Blogs
- Playing Badminton

## LANGUAGE

- ✓ English
- ✓ Hindi
- ✓ Punjabi

## EXPERIENCE

### QPe – Quick Performing E-Commerce, New Delhi | April'23 - Till Date HR Executive

- Effective sourcing, screening, and short listing resumes through various job portals.
- Spearhead candidate's initial round of telephone/in-person interviews, ensuring alignment with organizational goals and values.
- Actively followed-up with the candidates for eligibility check and background verification process.
- Streamline onboarding processes by meticulously crafting and managing joining documents.
- Salary negotiations & handling the paperwork for new joiners- Job Confirmation / Offer Letter / Experience Letter / Policies / Undertaken Letter / KRA etc.
- Effectively communicate company policies and regulations to foster a comprehensive understanding among employees.
- Maintain and handle FnF and Separation.
- Maintain precise and up-to-date records of employee information, contributing to streamlined HR operations for future requirements.
- Establish and keep an open line of communication for staff for inquiries and grievances.
- Undertake administrative responsibilities, including the planning and execution of office events to boost employee engagement.

### ASV Legal LLP, New Delhi HR /Admin Assistant

October'22 -  
March'23

- Creating job postings on various job portals as well as handling the hiring process in the organization
- Job responsibilities included preparing client invoices for legal services rendered, empanelment form submissions and other administrative work assignments such as maintaining employee records and expense tracking
- Managing and scheduling appointments, meetings and other events as well as mail communications with educational institutions
- Overseeing and supervising day to day staff activities

### HR Career Points Job Consultants, Jalandhar Employment Consultant

June 2017 - June  
2019

- Offering recruitment services to private sector banks such YES Bank, ICICI Bank, etc.
- Job responsibilities included providing placement solutions by understanding job description, evaluating resumes, profile verification and assuming responsibility of pre- interview screening
- Sourcing candidates using databases like Naukri.com, Monster.com etc.

## EDUCATION

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<b>Master of Business Administration (HR &amp; Marketing)</b> D.A.V. Institute of Engineering & Technology, Jalandhar	<b>2014</b>
<b>Bachelor's of Business Administration</b> Hans Raj Mahila Maha Vidyalaya, Jalandhar	<b>2012</b>
<b>Senior Secondary</b> M.G.N. Public School, Jalandhar	<b>2009</b>
<b>Metric</b> M.G.N. Public School, Jalandhar	<b>2007</b>

## PROJECTS

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### INDUSTRIAL TRAINING AND TRAINING PROJECT

- Six weeks training in Hero Cycles Ltd., Ludhiana.
- Topic of the project undertaken was "Recruitment and Selection of Administrative Staff"