

Simran Arora

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PROFILE

Passionate HR professional excelling in challenges, delivering exceptional results with a proactive approach. Strong in active listening, communication, and conflict resolution. Experienced in recruitment, engagement, and strategic HR management and committed to driving success through innovation and fostering strong relationships.

SKILLS

Talent Acquisition

Recruitment Strategy

Leadership Hiring

Employee Engagement

Campus Recruitment

Resource Planning

Effective Communication

CERTIFICATES

- Certificate in Event Management, International College for Girls, Jaipur
- Certificate in Radio Programming, International College for Girls, Jaipur
- Digital Marketing, Great Learning Academy
- Human Resources Workplace Investigations, Udemy
- HR Analytics Using MS Excel, Udemy

EDUCATION

Post Graduation Diploma In Management (PGDM)

Jaipuria Institute of Management

2020 – 2022 | Jaipur, India

Specialization in HR and Marketing.

LANGUAGES

English

Hindi

REFERENCES

Teena Khanna, Reliance Group

9819945664

Parul Sinha, Training Manager, Lenskart Solution Pvt. Ltd.

9006800280

PROFESSIONAL EXPERIENCE

Lenskart Solution Pvt. Ltd

HR Executive / TA Partner

Jun 2022 – present | Gurugram, India

- Managed end-to-end recruitment process across all levels, from store hiring to corporate positions.
- Successfully recruited for leadership roles, ensuring alignment with company culture and strategic goals.
- Coordinated special hiring projects, utilizing various job portals and campus placement programs.
- Developed and executed comprehensive hiring strategies to enhance recruitment efficiency.
- Utilized a blend of modern (social media, job boards) and traditional (referrals, print media) recruitment methods.
- Created and implemented hiring plans in line with the Annual Operating Plan (AOP) and budget constraints, collaborating with department heads for timely fulfillment of staffing needs.

Green Berets

Internship - HR Intern

May 2021 – Jul 2021

- Managed the full recruitment cycle from job promotion to onboarding, ensuring a smooth and efficient process.
- Conducted initial interviews to assess candidate qualifications and fit for the company.
- Used Google Drive and MS Excel to maintain accurate candidate records and track recruitment metrics.
- Sourced candidates using various job portals and social media platforms, expanding the talent pool and reaching a diverse range of applicants.

Clear Exam

Internship: HR Intern

May 2021 – Jul 2021

- Provided candidates with rejection letters or job offers, ensuring a positive and respectful candidate experience.
- Reviewed application forms and screen resumes to identify and shortlist potential candidates for job vacancies.
- Updated company databases and processed new employee data, maintaining accuracy and confidentiality.
- Scheduled interviews with potential job applicants, coordinating with hiring managers to ensure smooth interview processes.