

# RIYA VERMA

Hr. Recruiter

## CONTACT

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## EDUCATION

IMR (Institute of Management Research) BBA CCSU,  
Meerut, Uttar Pradesh 2020

## KEY SKILLS

- 1 Hands-on over the multiple job portals
2. Recruitment event planning
3. Telephonic interviewing
- 4 Employee onboarding
5. Candidate relationship management
6. Talent acquisition Candidate
7. screening Virtual recruitment

## LANGUAGES

English, Hindi:

Native language English: C1

Advanced Hindi: C2

## PROFILE

- Forward – Thinking HR Leader with proven record In Improving Personal Management Strategies to enhance work Force Morale and Performance Decisive strategic Planner with Strong history in Non-IT Industry
- Result Oriented Hr. Recruiter Practices in Developing and Establishing recruitment Strategies and Identifying appropriate Talent. Offering Year Comprehensive Experience Sources Diverse, High – Caliber candidates By Maximizing internet Resources, Social media and. Committed to successfully managing phases of full-cycle recruiting from initial sourcing and screening through offer negotiations and onboarding

## EXPERIENCES

**09/June/2024 – Current Noida Sec 65, India**  
**Hr. Recruiter (INNERGIE HR SOLUTIONS)**

- Screen resumes and application forms.
- Handling High, Mid and Lower-level Position
- Assist in the execution of recruitment plans.
- Identify suitable candidates for open positions
- Conduct initial candidate screenings and assist in the interview process.
- Collaborate with the HR recruiter to develop and maintain a potential candidate's network
- Assist with record-keeping and administration tasks related to recruitment processes
- Lead the end-to-end recruitment process, from sourcing and screening to interviewing and onboarding.

**02/05/2023 – 15/06/2024 Noida, India**  
**HR Recruiter ( VIMUKTAYE HR SOLUTIONS)**

- Identifying future hiring needs, designing job Descriptions, sourcing candidates through databases and social media,
- Resourcing, Screening and Shortlisted Resume through Job portal.
- Shortlisting the Resume Base on the Desired Skills and Experience.
- Conducting telephonic and virtual Interview in Coordination with Department Head.
- Understand the Requirement and Full Various Positions
- Schedule Interview and Shortlisting Candidates accordingly
- Update the Tracker Day To day basis and Given Report to Management.
- Handle End to End Recruitment.
- Coordinate with Resources up to after Joining.

**14/02/2022 – 30/03/2023,  
Indian Education Counselor (NMIMS – Narsee  
Monjee Institute of Management Studies)**

- NMIMS It's Private Deemed University Located in Mumbai
- Conducting Counseling Session with student.
- Assessing Student Skills, Interest and Personality.
- Directing Student and families Helpful Resources.

## **ACCOMPLISHMENTS**

Loyal employee with solid understanding of training and mentoring employees Dedicated team player, proactive and hands-on in task completion Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline Consistently works to attract new business opportunities

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