



## SUMMARY

Results-driven HR professional with over 2 years of experience in recruitment, employee engagement, and HR operations. Proficient in managing the full recruitment lifecycle, from talent sourcing and interviews to onboarding and employee relations. Committed to fostering a positive work environment and supporting organizational growth through strategic HR initiatives and effective talent management.

## EDUCATION

### Rungta College (R1)

Master's Degree in Business Administration  
2020 – 2022

### Maharishi Dayanand University, Rohtak

Bachelor's Degree in Business Administration  
2017 – 2020

## SKILLS

- Recruitment
- Sourcing and Screening
- Non-IT and IT Hiring
- Employee Onboarding and Off-boarding
- Salary Negotiations
- HR Operations
- Employee Engagement Activities
- CSR Activities
- Campus Placement Drive
- Corporate HR
- Inhouse hiring
- Leadership hiring
- Employee grievances
- Job Portals - Naukri, LinkedIn, Indeed, WorkIndia, IIM Jobs, Hirect
- MS-Office Tools
- Basic and Boolean search

## CERTIFICATIONS

- Naukri Maestro Recruiter

## INTERNSHIPS

- Sales & Marketing Intern | Flyroads logistics | Oct - Dec 2021 (3 months)
- HR Intern | OPO Solutions | May - Jul 2019 (3 months)

## PROFESSIONAL EXPERIENCE

### HR Executive

Forvis Mazars | Apr 2024 - Till date

- Managed end-to-end recruitment, including job postings, interviews, and candidate selection.
- Prepared employee documents (offer, appointment, relieving letters) and handled salary negotiations.
- Facilitated smooth employee onboarding, ensuring all necessary paperwork and orientations were completed.
- Handled employee joining and exit formalities, ensuring compliance with company policies and a seamless transition.
- Coordinated with the central team to send accurate payroll data for timely salary processing.
- Addressed employee grievances and facilitated ID card and bank account setup.
- Utilized HRMS (KEKA) for managing employee data and HR tasks.

### Talent Acquisition Executive

Netrika Consulting India Pvt Ltd | Oct 2022- Apr 2024

- Identified staffing needs and collaborated with internal departments.
- Oversaw internal recruitment efforts within the consulting firm.
- Recruited talent across diverse functions and levels, from entry to executive level.
- Played a key role in employee engagement activities and various events.
- Executed successful campus placement drives.
- Proactively sourced talent through career portals, job boards, and social platforms.
- Conducted initial interviews, assessing interest, personality, and salary expectations.
- Guided and managed the entire recruitment process.
- Conducted effective salary negotiations.
- Contributed to Corporate Social Responsibility (CSR) activities.