

VANSHIKA

HR ASSOCIATE

CONTACT

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✉ Vanshika99rke@gmail.com

SKILLS

- Sourcing
- Salary Negotiation
- onboarding/offboarding
- Employee Engagement
- Employee Relations
- ATS Management
- screening
- Talent Recruitment
- Recruitment
- HR Policies
- Communication
- Vendor Management
- Stakeholder Management

EDUCATION AND TRAINING

July 2022
Narsee Monjee Institute of Management Studies
Diploma Human Resources Management

November 2020
Hemvati Nandan Bahuguna Garhwal University
B.com Finance

WORK EXPERIENCE

July 2022 - Current
Kodo - Mumbai, India
HR Associate

- Assisted with recruitment efforts, such as posting job openings, reviewing resumes and conducting interviews for both tech and Non tech roles.
- Handling end to end recruitment cycle.
- Conducted new hire orientations and onboarding processes to ensure compliance with company policies.
- Managed employee relations issues such as grievances, disciplinary action, conflict resolution.
- Assisted in the development of job descriptions for various positions within the organization.
- Organized employee engagement activities to build morale and foster a positive work environment.
- Performed background checks on potential candidates prior to extending offers of employment..

August 2021 - February 2022
upGrad - Noida , India
Talent Acquisition Consultant

- Recruited candidates from entry level to mid level for Product and Technology.
- Identified and developed recruitment strategies to attract qualified candidates.
- Maintained relationships with external recruiters, staffing agencies, colleges and universities and other sources of talent acquisition.
- Built strong relationships with key stakeholders across the business in order to effectively meet their needs when it comes to sourcing top talent.

January 2021 - July 2021
Job Hunt Consultant Noida, India
HR Recruiter

- Developed and implemented recruiting plans to meet staffing goals.
- Reviewed resumes and applications to determine which candidates met the position criteria.
- Source qualified candidates through online job boards, social media networks, referrals.
- Explained job duties, compensation and benefits to potential candidates.