




Deepanshu Yadav

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 Bold Profile

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Accomplished HR professional with a proven track record at I-Process Services India PVT. LTD, adept in candidate sourcing and salary negotiations. Excelled in refining recruitment strategies and enhancing onboarding processes, significantly improving retention rates. Skilled in HRIS management and employee relations, demonstrating strong analytical and interpersonal abilities. Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering 3 years of recruitment strategy development.



Skills

- Salary and benefits negotiations
- Job Posting Optimization
- Applicant Tracking Systems
- Candidate Sourcing
- Onboarding and Orientation
- Background Checks
- Exit Interviews
- Employee Relations
- HR policies and procedures



Work History

Corporate HR

I-Process Services India PVT. LTD, Gurgaon, India

- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Sourced and screened candidates for (Field Recruiters, Payroll, HRBP, Accounts , CRT, Admin, Hr Operations, Sys Admin, CA, Quality Executive, Zonal Head, Location Head & Corporate Law) roles and worked with hiring managers to coordinate interviews, offers, and onboarding.
- Created and distributed job postings on job boards, corporate career sites and social media networks to increase reach.
- Developed and maintained applicant tracking system, tracking all job openings, applicants and interviewing activity.

2022-04 - 2024-04

2019-12 - 2020-09

- Conducted telephone and in-person interviews to assess candidate experience and qualifications.
- Developed strong talent pipelines by utilizing various sourcing techniques, including social media, job boards, and networking events.
- Provided regular updates to hiring managers and HR staff on recruitment activities and progress.
- Streamlined onboarding processes for new hires, ensuring a smooth transition into the organization while minimizing time to productivity.
- Increased retention rates through thorough pre-screening of candidates and regular follow-up on new hires' satisfaction levels.
- Conducted exit interviews to gather feedback for continuous improvement in talent acquisition strategies.
- Collaborated with managers to identify and address employee relations issues.
- Improved onboarding process for new hires, ensuring a smooth transition into the company.
- Managed the HRIS (Human Resources Information System) to update employee records and generate reports.

HR Specialist

PeopleStrong HR Services, Gurgaon, India

- Collaborated with cross-functional teams to ensure a smooth onboarding.
- Prepared and processed new hire documentation, including offer letters, contracts (Confirmation and Transfer Cases) for clients Jubilant & Aditya Birla.
- Creating employee code of new employees on HRIS portal.
- Collaborated with various departments to coordinate department-specific onboarding activities.
- Managed end-to-end pre-employment processes, including background checks, reference checks, and documentation verification.
- Provided support to HR Business Partners in various pre-employment activities.



Education

2019-09

MBA: Operations Management

G.D Goenka University - Gurgaon, India

2017-09

Bachelor of Arts: Business Administration

MDU University - Rohtak