

Pratibha Rawat

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Experienced and accomplished Human Resources Professional with a proven track record of identifying and securing top-tier talent to drive organizational success. Seeking to leverage my expertise in finding perfect business hires to contribute to a dynamic and growth-focused company

Experience

MAY 2023 – PRESENT

Human Resources | Zenith Leisure Holidays | Delhi, India

- Design and update job descriptions.
- Source candidates from online channels (social media, Naukri, LinkedIn).
- PAN India hiring for both IT and non-IT roles.
- Conduct induction sessions and exit interviews.
- Payroll management.
- Plan and execute Employee Engagement activities.
- Facilitate employee development through training programs.

NOVEMBER 2021 – MAY 2023

Team Lead – Talent Acquisition | UJS Consultancy | Delhi, India

- Design and update job descriptions
- Handling a team of 8 recruiters.
- Coordinate with clients regarding Hiring Requirements.
- Source potential candidates from various online channels (e.g., social media and professional platforms like Naukri and LinkedIn)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)

Skills

Active Listening • Communication (Verbal & Written) • Team player • Excellent time management skills • Conflict management • Public speaking

Education

MAY 2021

Bachelor of Commerce | Delhi University

MAY 2018

10+2 | CBSE Board