

Ritu Jaiswal

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PROFILE SUMMARY

- An HR Professional experienced with 2.7 years experience in end-to-end IT and Non-IT recruitments i.e Sourcing, screening, interviewing, reference checks and HR operations i.e joining formalities, Documentation, data updation and maintenance
- Proficient in recruiting candidates from all levels junior level to senior level.
- Proficiency in manpower management and recruitment process screening and short-listing
- Familiar with the skills of handling the team and getting the results out.
- Staffing, Recruiting, Sourcing, Reporting, Interviewing ,Salary Negotiation , Executive Hiring -Proficient in recruiting candidates from all levels Junior Level to Senior Level. -Good experience of complete employee onboarding process

Skills- Recruitment (IT & NON IT), Sourcing, Resume screening, Job post writing, Salary negotiation, Onboarding & Offboarding, Database management , Grievance handling ,New employee orientation, Leave & Attendance management , Employee relations & Engagement, Workplace conflict resolution, HR operations.

PROFESSIONAL EXPERIENCE

January 2024 - Present

Executive- HR (REGIONAL Human resource business partner) | Accel Limited, Delhi

- Handle end to end hr activities for the region, talent acquisition and talent management role and reporting to General Manager.
- Take care of 7 branches for all human resource functions like recruitment, induction program, onboarding, employee life cycle management, performance management, exit interview, offer letter and appointment letter generation, vendor management, leave management.
- Analyse resource requirements in the region and act as an individual to source, screen and arrange interviews to close mandates.
- Source & screen CV's from various channels Job portals, LinkedIn & Social Networks etc. Evaluating the candidate skills a competency including communication skills, interpersonal skills, confidence level and presentation.

- Candidates Tracking and follow-up from sourcing, interviews till Offer release and joining.
- Conduct Induction and orientation sessions for all new joinee's in batches.
- Managed new joiner's onboarding process, ensuring that they have a smooth transition into the organization.
- Maintained a database of all employee information, ensuring that all information is up-to-date and secure.
- Address employee grievances in due process and policy guidelines.
- Managing Disciplinary Actions for absconding cases, unprofessional behavior cases.
- Managed the off-boarding process, conducting exit interviews to gather feedback and insights.
- Coordinate in employee time office management and payroll processing with compliance to defined state and central statutory compliances
- Drive the Employee engagement initiative in the region.
- Conducted or acquired background checks and employee eligibility verifications.
- Issuing and ensuring the appointment letter ,email configuration, Assets, Id Cards , access card, etc.
- Manage the entire employee's life cycle from onboarding till exit.
- Periodically prepare and submit HR MIS to Managers.

October 2021- December 2023

Talent Acquisition Executive | Team Computers Private Limited , Delhi

- Handled end-to-end IT Recruitment .
- Responsible for full lifecycle recruiting which includes sourcing, initial screening, salary negotiations, reference check, interviews, on-boarding and start.
- Managed Entire recruitment cycle from sourcing, screening, mass mailing , selection , post offer follow up.
- Pre-screening and qualifying candidates to check their interest , confidence, communication skills and eligibility for the requirements.
- Client coordination

- Analysing job details and understanding the client's requirements for different positions
- Searching and screening suitable profiles as per the client's requirements based on the experience in the industry, skills and projects to be handled
- Gathering information from the candidates like work experience , present and expected salary , location/relocation information, notice period, availability for the interview.
- Conducting Background verifications, and responsible for managing employee database
- Arranging telephone, video, or in-person interviews.
- Offering job positions and completing the relevant paperwork
- Responsible for employee engagement and connecting with management.
- Review applications and conduct their initial round of screening to check fitment and provide necessary information about job before sending their profile to the client
- Responsible for salary negotiation with selected candidates within the budget
- Following up with the offered candidates regarding per joining documentation and keeping them well informed until the time they join.
- Maintaining reports for the status of shortlisted joined candidates Providing complete, accurate and inspiring information to candidates about the company and position.
- Awarded Certificate of “ **Exemplary Performance**”.

May2019-june2019

HR intern / Power finance corporation limited, Delhi

- Worked on a project employee welfare schemes in pfc.
- Learnt about the various welfare measures which is provided to employees, benefits provided to employees
- Studied about how the organization provided better health and life to it's employees.

Sep 2019-Oct2019

HR intern / Udayan Care , Delhi

- Worked on a project database management of compensation Benchmarking/salary benchmarking and recruitment process
- Fed the data to benchmark tracker from the database
- Did Cold calling to the candidates who has applied for the job

SKILLS

- Problem solving skills
- Teamwork skills
- Hardworking and responsible
- Easily adaptable
- Leadership and motivation
- Quick learner
- Public speaking
- Decision making skills

EDUCATION

2018-2020

- ***MBA / PGDM***

(Dual specialization in HR AND MARKETING)

Bhartiya Vidya Bhavan's Usha and Lakshmi Mittal institute of Management, Delhi

2013-2017

- ***B-TECH (AMIETE)***

(COMPUTER SCIENCE ENGINEERING)

Institute of Electronics and Telecommunication Engineering, Delhi

2009-2012

- ***DIPLOMA (3 YEARS)***

(COMPUTER SCIENCE ENGINEERING)

Baba Saheb Ambedkar Polytechnic , Delhi

2008

- ***SENIOR SECONDARY EXAMINATION (12TH)***
NIOS Board

2005

- ***SECONDARY EXAMINATION (10TH)***
CBSE BOARD
Spring Meadows Public School, Delhi

LANGUAGES KNOWN

ENGLISH , HINDI

