

Saakshi Kashyap

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PROFESSIONAL SUMMARY

HR professional with more than 1.5 years of experience in talent acquisition and employee relations. Proven track record in streamlining processes and fostering positive workplace cultures. Skilled in full-cycle recruitment and onboarding with a focus on building strong relationships. Committed to creating inclusive work environments and ensuring HR policy compliance. Seeking opportunities to contribute expertise to a dynamic team.

EDUCATION

Swami Shraddhanand College, Delhi University Bachelors of Sciences (Life Sciences)	2019 - 2022
St. Andrews Scots Sr. Sec. School Senior Secondary Examinations	2018 – 2019
St. Andrews Scots Sr. Sec. School Secondary Examinations	2016 – 2017

EXPERIENCE

HR Recruiter: Healthcare At Home **Oct'23 – Present**

- Spearhead recruitment efforts by conducting candidate sourcing, screening, and interviews, ensuring the acquisition of top-tier talent for organizational needs.
- Manage operational aspects, coordinating with various managers to optimize recruitment processes, streamline workflows, and enhance overall efficiency.
- Proficiently utilize HR software systems for candidate tracking, data management, and reporting, ensuring accurate and up-to-date employee records.
- Oversee payroll data processing, ensuring timely and accurate payroll administration, and maintaining compliance with relevant regulations and company policies.
- Ensuring monthly and quarterly audits for the respective branches and achieving an average of 90%.
- Providing monthly training sessions with diverse agendas on HRIS, company policies etc.

HR Specialist: Entitle Elegance Pvt. Ltd. **July'23 – Oct'23**

- Lead recruitment initiatives by sourcing, screening, and interviewing candidates to secure qualified talent aligned with organizational objectives.
- Streamline HR operations by collaborating with teams, ensuring policy compliance, and maintaining efficient processes.
- Working with finance team for payroll processing activities, guaranteeing accurate and timely payroll administration, tax compliance, and maintaining confidential employee records.

HR Associate: Whizco **June'22 – June'23**

- Support recruitment activities by assisting in candidate sourcing, interview coordination, and maintaining applicant records for efficient hiring processes.
- Foster employee engagement through organizing events, facilitating communication channels, and contributing to a positive workplace culture.
- Assist in HR operations by managing documentation, ensuring compliance, and supporting the implementation of HR policies and procedures.
- Contribute to payroll processes by assisting in data collection, processing, and maintaining accurate payroll records, adhering to confidentiality and compliance standards.

INTERNSHIPS

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| • HR Operations Intern: Sama School | Dec'21 – Feb'22 |
| • HR Intern: Rabbani ITI and Junior College | Sept'21 – Nov'21 |
| • HR Executive Intern: HR Mahakumbh | May'21 – July'21 |

SKILLS

- Job Portals (Naukri, Indeed, LinkedIn, Job Hai, Hirect, WorkIndia)
- Microsoft excel
- ZOHO Software
- HR One Software
- Documentations
- Background verifications
- HR Analytics
- Quality check

CERTIFICATIONS

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| • Salary Negotiations from HR Mahakumbh | May'21 |
| • LinkedIn Optimisation and Networking from HR Mahakumbh | June'21 |
| • Power excel from LUDIFU | June'21 |