



REHANA KHATOON

TALENT ACQUISITION SPECIALIST

CONTACT

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New Delhi

EDUCATION

2018 - 2024

INDIRA GANDHI NATIONAL
OPEN UNIVERSITY

- Bachelor in Life Science

2017 - 2018

S.K.V ANDREWS GANJ

- Higher Secondary School

CORE COMPETENCIES

- Talent Acquisition & Sourcing
- Candidate Screening & Evaluation
- Client & Stakeholder Management
- HR Administration
- HR Data Management
- Payroll Management
- Compensation & Benefits
- Negotiation & Offer Management
- Exit Formalities
- Onboarding & Offboarding
- Compliance Documentation
- Employer Branding
- Employee Engagement
- Conflict Resolution
- Problem Solving

PROFILE

Dedicated HR Specialist with total 2.4 years of experience. Completed a hands-on internship and gaining proficiency in recruitment processes. Skilled in HR administrative tasks and maintaining employee records, ensuring data accuracy. Committed to continuous learning and development, seeking to positively contribute to a dynamic HR team. Passionate about integrating HR practices with financial acumen to implement innovative solutions for talent management, financial planning, and organizational development.

WORK EXPERIENCE

Eagle Information Systems Pvt Ltd

OCT'24 - PRESENT

Talent Acquisition Specialist

- Led end-to-end recruitment for clients like Lenovo, HPE, and Reliance Retail, focusing on PAN India hiring (80% recruitment, 20% operations).
- Sourced candidates via Naukri, LinkedIn, Indeed, referrals, and headhunting to meet urgent hiring needs.
- Conducted interviews, screenings, and reference checks, managing candidate data in ZOHO Recruit.
- Negotiated CTC, notice periods, and joining dates; facilitated onboarding with offer letters and joining kits.
- Supervised operational tasks, ensuring timely completion of all HR and compliance-related activities.
- Managed HR and compliance data, ensuring adherence to labor laws (PF, ESI, Minimum Wages) and timely salary releases.
- Organized employee engagement initiatives and oversaw exit processes, including full & final settlements and issuing experience/relieving letters.

Eagle Information Systems Pvt Ltd

Oct'23 - Sep'24

Talent Acquisition & Operation Executive

- Client Handling and IT Staffing : Collaborate with clients such as Lenovo, HPE, and Reliance Retail to understand staffing needs and deliver tailored recruitment solutions.
- Responsible for PAN India hiring (80% Recruitment & 20% Operation)
- Sourcing through various methods such as job portals (Naukri, LinkedIn, indeed), headhunting, and social networking.
- Use employee referrals to identify and attract qualified candidates in order to close position on immediate basis.
- Conduct initial screenings, assess candidate qualifications, skills, and cultural fit through interviews, assessments, and reference checks.
- Schedule and coordinate interviews between candidates and hiring managers, ensuring a smooth and efficient interview process.
- Maintain and update candidate databases and Applicant Tracking Systems (ZOHO Recruit), keeping track of candidate progress throughout the recruitment process.
- Excellent record in negotiating Date of joining, CTC, Notice Period, and expectations.
- Proper collection of required documents and processing background verification (BGV).
- Draft salary breakup and issue offer letters to selected candidates.
- Facilitating onboarding processes, including ensuring new hires receive their joining kit containing laptop devices and SIM cards.
- HR Data Management : Maintain master data, attendance record, handling salary breakup data, exit database.
- Compliance and Operation : Making changes in compliance data as per new government guidelines for Minimum Wages, Professional Tax (PT), Labor Welfare Fund (LWF), etc.
- Collect PF & ESI documents for registration.
- Cross-checking all compliance documents before submission.
- Preparing and sharing all compliance documents with auditors on a monthly basis.
- Ensuring salary release on agreed dates (1st and 7th of every month).
- Providing salary slips.
- Employee Engagement : Plan and execute employee engagement initiatives and events to foster a positive culture.
- Exit Formalities : Coordinating with the Admin and Reporting Manager to ensure a seamless exit process.
- Preparing full & final settlement data.
- Issuing experience and relieving letters

SKILLS

- Project Management
- Interpersonal Skills
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

ACHIEVEMENTS

- Successfully resolved majority of employee's grievances & conflicts.
- Achieved recruitment target as per client.
- Excellent in negotiating salary and notice period.

LANGUAGES

- English (Intermediate)
- Hindi (Fluent)

●	Eagle Information Systems Pvt Ltd HR Intern	July'23 - Oct'23
●	Excellence Technologies HR Intern	Feb'23 - June'24
●	Collaberus Technologies HR Intern	Jul'22 - Jan'23