

Pulkit Arora

pulkit10arora@gmail.com
+91 7206655328, +91 7015632250

ABOUT

I worked as a Recruiting Coordinator at TrueBlue India where I supported hiring for franchise hotel management companies. My core competencies- Job profiling, Screening, BGV, Resume Mining, Onboarding & Reporting with experience in tools like MHub, HireRight & Excel.

WORK EXPERIENCE

TrueBlue India LLP - Recruiting Coordinator

JUNE 2022 - NOVEMBER 2023

As a Recruiting Coordinator at TrueBlue, I discharged the following responsibilities -

- Supported hiring for franchise hotel management companies.
- Conducted recruitment operations including job profiling, applicant screening, tracking, onboarding and allocated daily reports like Open Requisition detail reports, SLA reports and worked on Pre-Hire cases for hourly position candidates.
- Managed recruitment process across business functions by working closely with stakeholders & hiring managers, manually initiating the background checks, drug testing, employment & education verifications of the prospective applicants using Hireright BGV tool.
- Monitored & maintained the integrity of assigned requisitions daily and performed recruitment tasks promptly as per client standards.
- Assigned & compiled team's data through Weekly & Daily MIS reporting & maintained documentation in applications for processes.
- Worked closely with Hiring Managers to figure out effective sourcing strategies to identify high caliber candidates.
- Performed direct sourcing of qualified candidates across various hospitality disciplines including Brand & Marketing, Finance & Accounting, Culinary, Hotel Operations and Revenue Management.

PROJECTS

Personal Project- [Unlocking Healthy Life YouTube Channel](#)

- A health & wellness channel subscribed by more than 650 people.
- Wrote scripts, produced animation based videos, recorded audios and conducted content & keyword research.

SKILLS

- Resume Mining
- Job Profiling
- Background Verification
- Pre-Employment Screening
- Candidate Onboarding
- Reporting
- MHub
- HireRight
- Excel

EDUCATION

B.Com. (Hons.)	CBSE Class XII Commerce	CBSE Class X
Maharshi Dayanand University, Rohtak	Shri Baba Mastnath Public School, Rohtak	Shri Baba Mastnath Public School, Rohtak
66%	82.6%	CGPA - 8.8

EXTRACURRICULAR ACTIVITIES

- Organized a one-week Personality Development workshop alongside the team of Placement Cell.
- Organized freshers' party & farewell in coordination with the Arts & Cultural Society.
- Won Gold & Silver medals in Three-Legged and 100m races held at the Annual Sports Carnival.
- Played for the University's Commerce Department Football Team.
- Played for the Cricket Team in High School.