

Harpreet Kaur

Senior Talent Acquisition Specialist

Contact

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WWW

[Bold Profile](#)

Skills

Strategic Sourcing



Recruitment Process

Outsourcing



Negotiation expertise



Global Talent Acquisition



Candidate assessment



International networking



Team Collaboration



Dedicated Senior Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering more than 4.5 years of recruitment strategy development.

Work History

2022-02 -

Current

Senior Talent Acquisition Specialist

Convence India, Noida

As a Senior Talent Acquisition Specialist, I oversee the entire recruitment lifecycle, managing global hiring efforts in regions like India, Europe, the US, Malaysia, KSA, Dubai, Africa, and Vietnam. I specialize in headhunting leadership talent and work closely with HR teams to align recruitment strategies with local needs. Additionally, I manage HRMS tools like FactoHR and HROne, ensuring accuracy in employee data and generating HR analytics for decision-making. I focus on employee engagement, onboarding, and cross-functional collaboration to foster a high-performance culture.

2020-10 -

2022-02

Research Associate- HR

Xpert Connexions, Noida, India

I am responsible for understanding client requirements, sourcing and attracting candidates through various strategies, and managing the full recruitment cycle, including pre-screening, interview coordination, offer negotiation, and onboarding. I also maintain strong client relationships, ensure smooth onboarding, and consistently meet hiring targets while preparing recruitment reports and managing databases.

2019-10 -

2020-09

HR Recruiter

Gaba Consultancy Services, New Delhi

- Understand recruitment requirements and execute the recruitment process.
- Source candidates through job sites and social media.
- Conduct preliminary screenings and shortlist profiles.
- Perform initial HR interviews to assess technical and

Personal Details

Date of Birth: 15-04-1996

Nationality: Indian

Marital Status: Single

Gender: Female

2018-04 -
2018-06

communication skills.

· Follow up on feedback and ensure timely closure of positions.

Maintain follow-up with candidates' post-offer

HR Intern

Frog Cellsat Ltd., Noida, India

- To study and analyze training needs in the organization, along with Leave and Attendance Management, Recruitment, Selection, and Employee Engagement.
- Maintained training records.
- Calculated the hours spent by each employee on the training.
- Maintained the leave and attendance records of the employees.
- Sourced the candidates with the help of campus recruitment, references, consultancy firms, etc.
- Screened the right candidates from the pool of candidates.
- Conducted the first call interview round and asked some basic questions to the candidates.

Education

2019

MBA: Human Resource

PGDM - New Delhi

2017

BBA

Guru Gobind Singh Indraprastha University (GGSIU) - Delhi

Certifications

2021-06

"MS-Excel" Course organized by Federation of Indian Professionals