



SIMER

SUB LEAD

Career Overview

A Human Resources Professional with more than 3+ years of experience in Talent Acquisition and Recruitment.

HR Skills

- End to End Recruitment
- Adaptable
- Employee Engagement
- Public Speaking
- Organized
- Reliable and Resilient
- Performance Management
- Query & Grievance handling
- Leadership
- Time Management
- Communication Skills
- Vendor Management
- Analytical Mind

Professional Skills

- Fast Learner
- Team Player
- MS Excel, Word & PPT

Work Experience

Vrinda Consultants Pvt Ltd. (November 2020 to Present)

- **Current Designation: Sub Lead**
Duration: From April 2022 till date.
- **Designation: Recruitment Analyst**
Duration: From February 2021 – March 2022
- **Designation: Intern - Talent Acquisition**
Duration: From November 2020 – January 2021

Job Role & Responsibilities:

- Handling end to end recruitment
- Design and implement overall recruiting strategy
- Develop and update Job Descriptions and Job Specifications
- Source and recruit candidates by using databases, Naukri, LinkedIn, Social Media etc.
- Work with hiring managers on recruitment planning
- Lead the creation of a recruiting and interviewing plan for each open position.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Client Management
- Conducting interview drives and interview Active on social and professional networking sites to identify and source candidates
- Great place to work coordination
- Maintaining required MIS on daily and monthly basis for team.
- Profiles hiring: - Regional Sales Manager, Sales Manager – Assets, Relationship Manager, Cluster Manager, Credit Manager, Relationship Manager- Vehicle Finance and so on.
- Develop a pool of qualified candidates in advance of need
- Managing a team of 4-5 members under me.
- Weekly submission of report to the team leader as well as the client.

Hobbies



Achievements

- 3 Promotions at Vrinda Global Pvt Ltd.
- Completed Rubicon Skill Development Course
- Won Debutant and Achievers Award from Vrinda
- Spotted in the Vrinda Gold Club
- Achieving more than 120 % target quarter on quarter
- Participated in various Debates and Speeches and won various prizes for the same President of the School House Teams

Contact Info.

- Phone: 7206004833
- Mail: simsid3828@gmail.com
- Address: 190 Sector 14 Part II Karnal
- LinkedIn: <https://www.linkedin.com/in/simer-105669204>
- Date of Birth: 28th October 1998
- Gender, Marital Status: Female, Married
- Languages known: Punjabi, English, Hindi

HR INTERN

Mahindra and Mahindra Financial Services | Dec 2019-March 2020

Academy History

MASTER'S OF BUSINESS ADMINISTRATION

Batch 2020-2022

- Specialization in HR and Finance
- Got University Rank

BACHELOR OF COMMERCE

Batch 2017-2020

- Graduated with a Bachelor's Degree in Commerce
- Completed with a cumulative GPA of 8.0
- Participated in various competitions at District Levels including Youth Festival

HIGH SCHOOL

Batch 2015-

2017

- Graduated with high honors
- President of the School House Teams