

NANCY BHASIN

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PROFILE SUMMERY

I am a HR Recruiter specialist who has 6 plus years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

EXPERIENCE

2017 – PRESENT

HR RECRUITER, VSERV CAPITAL SERVICES- SENIOR PARTNER OF TATA AIA LIFE

- Consistently surpassed recruitment targets by pitching and closing deals with diverse clients, driving significant growth in the financial advisor profiles adoption.
- Interview candidates (via phone, video, and in-person)
- Familiarity with online job-hunting websites & working on various job portals e.g. Naukri.com, Indeed, LinkedIn.
- Responsible for maintaining records of new hires such as, personal details, job titles, salaries etc.
- Demonstrated a consistent track record of exceptional recruitment performance, contributing towards TATA AIA's growth's
- Design and update the Job Description as per the business requirement.

EDUCATION

2004

BACHELOR OF COMMERCE, DELHI UNIVERSITY

12TH, DAISY DALES, NEW DELHI

10TH, GURU HARKRISHAN PUBLIC SCHOOL, NEW DELHI

PROFESSIONAL DEVELOPMENT

DIPLOMA IN HOSPITALITY, AVIATION AND H.R. (2004)

- Gained knowledge in ticketing procedures, including onboarding of aviation passengers and releasing boarding passes etc.
- Experienced in front office operations in hospitality and aviation sectors.

CERTIFICATION

Pursuing HR Generalist from PRO TOUCH

- Talent Management
- Payroll and Statutory Compliance
- Strategic HR Management (SHRM)

SKILLS

- Presentation Skills
- Social Media Recruitment (LinkedIn, Facebook)
- Negotiation Skills
- Customer Relationship Management (CRM) Systems
- Microsoft Office Suites (Word, Excel etc.)

