

Mansi Parihar

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PROFILE

Passionate and driven HR Professional with recruitment experience for different domains. Highly dedicated and attentive to detail, seeking fresh opportunities to excel. Possesses exceptional social, interpersonal, and observational skills, along with a deep understanding of applying psychology in diverse work environments.

KEY COMPETENCIES

- End to End Recruitment Lifecycle
- Onboarding Skills
- Engagement event organization
- Job Description Development
- Salary Negotiation
- Candidate Relationship Management
- Strong Communication Skills
- Knowledge of IT and Non IT Industry Trends
- Strong interpersonal skills
- Proactive and self-motivated
- Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Talent Acquisition Consultant- SAARATHI FINBIZ PVT. LTD., GURUGRAM (Contractual) Jan 2024 - Present
(Saarathi Finbiz Pvt. Ltd. is a subsidiary company of Decimal Technologies. It is a leading financial services provider)

- Spearheaded IT and Non - IT recruitment including profiles like Engineers, Analysts, and Marketing, Sales and many more.
- Managed onboarding/offboarding processes.
- Enhanced new hire experience and engagement.
- Leveraged HRMS (Darwinbox) to streamline operations.
- Improved employee satisfaction by boosting employee query resolution.
- Partnered with hiring managers to fill key positions, sourcing candidates from 5+ mediums (job portals, headhunting, social media, referrals).
- Maintained and analyzed HR data using Excel, improving data accuracy.
- Led employee engagement activities, boosting morale through monthly events and Fun Fridays.

Talent Acquisition Specialist, ETENICO RECRUITS, GURUGRAM March 2023 - August 2023
(Recruitment Consultancy provides services in IT as well as Non-IT Industry)

- Recruited top IT and Non-IT talent for prestigious clients like Times of India, Tech Mahindra, Policy Bazaar, and more.
- Specialized in sourcing IT roles such as Frontend/Backend Developers, Solution Architects, and Business Analysts.
- Crafted tailored job descriptions and candidate profiles to match client needs.
- Implemented diverse sourcing strategies using job boards, professional networks, and social media.
- Acted as a key liaison between clients and candidates, ensuring seamless communication and feedback.
- Negotiated job offers and salary packages, securing top talent for clients.
- Expanded recruitment into Sales, Business Development, Finance, and Marketing domains.
- Mentored HR interns in effective use of recruitment portals.

HR Intern, EXPAND MY BUSINESS, GURUGRAM Nov. 2022 - Feb. 2023
(Digital agency provides services in IT Industry)

- Attracted and acquired top talent in both IT and non-IT domains.
- Led campus recruitment initiatives, managing comprehensive selection processes including group discussions and HR interviews.
- Collaborated with hiring managers to develop job descriptions, source candidates from platforms like Naukri, LinkedIn, and iimjobs, and facilitated the selection process.
- Ensured smooth onboarding by handling paperwork, conducting orientation, and familiarizing new hires with company policies and culture.
- Addressed employee relations issues, providing guidance and resolving conflicts fairly and promptly.
- Managed salary negotiations, administered employee benefits, and provided compensation guidance.

- Utilized HRIS to maintain accurate employee records, generate reports, and streamline HR processes like attendance and leave management.
- Supported senior HRBP in various HR functions.

HR Associate, THE NATION BUILDING (NGO) - (Part- Time)

July 2021 - May 2023

- Led and managed the recruitment team for both IT and Non-IT roles, overseeing all hiring processes.
- Boosted team bonding and morale through regular team-building events and activities.
- Ensured data integrity and confidentiality throughout the recruitment process.
- Conducted thorough resume screenings to evaluate candidates' qualifications and experience.
- Coordinated interviews, ensuring a seamless process for both candidates and hiring managers.
- Maintained accurate records of candidate information and interview feedback

EDUCATION & CERTIFICATIONS

Symbiosis Centre for Distance Learning

Corporate PGDBA 2024 - 2025

The Northcap University,Gurgaon

B.A. Psychology 2019 - 2022

Shanti Gyan Niketan Public School

10th 2017

12th 2019

CERTIFICATES

Introduction to Psychology by Yale University

Coursera

Diploma in HR

Alison

HR Analytics using MS Excel for Human Resource Management (Pursuing)

Udemy