

# Mitesh Kataria

WZ 47 A Jwalaheri Market Paschim Vihar Delhi 110063

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## Objective

To Give my best performance as a human resource recruiter and executive in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

## About My Self

- I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self motivated, responsible and a hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

## Experience

- DK Business Patron** September 2019 - April 2021  
HR Recruiter
  - Sourcing and Screening candidates from Job portals
  - Conducting online/Telephonic interviews
  - Taking care of Joining formalities
  - Handling Employee lifecycle
  - Conducting Day to day meetings and handling the employee grievances
- Kudos Ayurveda Pvt Ltd** May 2021 - Dec 2022  
HR Recruiter & Executive
  - Partnering with the hiring managers to determine staffing needs
  - Screening resumes from job portals
  - Performing in person and Telephonic interviews
  - Coordinating interviews with the hiring managers
  - Handling end to end Recruitment (Offer letter, Documentation process and others)
  - Implementing and executing the company policies and procedures.
- Nitsa Holidays** Dec 2022 - Ongoing  
Sr. Hr executive
  - End to End recruitment.
  - Create and maintain employee relations for the smooth implementation and execution of the company policies
  - Handling employees day to day grievances
  - Organising the Activities in the company for employees Satisfaction
  - Employee on boarding and exit formalities
  - Develop compensation and benefits plans.
  - Support and suggest improvements to the entire recruitment process
  - Host in-house recruitment events.
  - Counseling employees as and when required.

## Education

- CBSE Board** 2015  
10th Standard
- CBSE BOARD** 2017  
12th Standard
- School of open learning** 2020  
Bachelor of Arts

## **Skills**

- Good organizational skills
- Time Management
- Interviewing skills
- Multitasking capability

## **Interests**

- Riding Bikes
- Outdoor Games
- Listening Music

## **Declaration**

- I, Mitesh Kataria Declare that the information mentioned above is correct and true to my knowledge and Believe.