

# Roshni Srivastava

## Talent Acquisition Specialist

Human Resource Specialist with extensive experience in employee benefits management, hiring, onboarding, performance management, and HR records. Reliable and organized team member with strong communication skills and adept at managing employees across all organizational levels. Proficient in HRIS and benefits management.



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GURGAON, INDIA

23 September, 1998

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## WORK EXPERIENCE

### Talent Acquisition Specialist Insurance Dekho

08/2023 - 02/2024

Gurgaon

#### Achievements/Tasks

- Collaborated with hiring managers to understand staffing needs.
- Sourced candidates via job boards, social media, professional networks, and referrals.
- Conducted resume screening, interviews, and assessments.
- Coordinated and scheduled interviews and pre-employment activities.
- Maintained candidate pipeline and accurate records. Developed relationships with recruitment agencies and other talent sources.
- Participated in career fairs and networking events.

### Talent Acquisition Specialist Hindustan Times

01/2023 - 08/2023

Gurgaon

#### Achievements/Tasks

- Managed end-to-end recruitment processes.
- Developed and implemented recruitment strategies.
- Ensured exceptional candidate experience and championed diversity and inclusion.
- Built networks with top talent and maintained a healthy candidate pipeline.
- Sourced candidates through various channels and managed talent acquisition cycle.
- Reviewed employment applications and background check reports.

### Human Resource Executive iEnergizer

12/2021 - 01/2023

Noida

#### Achievements/Tasks

- Managed manpower requirements and sourced profiles from various portals.
- Conducted face-to-face interviews and coordinated interview processes.
- Achieved and exceeded hiring targets.
- Coordinated with stakeholders and managed bulk hiring for BPOs and contact centers.

## EDUCATION

### MBA (Human Resource and Finance)

Swami Vivekananda Subharti University, Meerut, India

07/2019 - 07/2021

### BCom (Bachelor of Commerce)

Gorakhpur University, Gorakhpur, India

07/2016 - 07/2019

## SKILLS

Recruitment (Non-IT & BPO Hiring)

Bulk Hiring

End-to-End Recruitment

Talent Sourcing

Human Resource Management

Employee Management

Sourcing & Staffing

Head Hunting

Relationship Building

Client Management

Onboarding

## PERSONAL PROJECTS

Project Name

## ACHIEVEMENTS

Achievement Name

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Interest