

ANCHAL RANI

TALENT ACQUISITION & HR EXECUTIVE

CONTACT

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H. No K.S 323 Kashi ram
Shastri Nagar Meerut

EDUCATION

MBA AKTU (2021-2023)

BBA CCSU - (2018-2021)

SKILLS

- Sourcing Candidates
- Recruitment Process
- Resume Screening
- Interview Schedule
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Employee Relations
- Training & Development
- performance Management
- Lead Generate
- M. S Excel
- M.S Word

LANGUAGES

- English
- Hindi

PROFILE

Seeking a Dynamic and results-oriented professional with a proven track record in human resource management roles.

Effective communication and effective negotiation skills, as an HR manager, skilled in all aspects of human resources, including recruitment, talent department, employee relation and HR implementation

WORK EXPERIENCE

Sheran Communication & Technology Pvt. Ltd. 1 JUL 2024 PRESENT

HR Executive & Recruiter

- Assist in end-to-end recruitment processes for IT or non it position.
- including sourcing, screening, and shortlisting candidates
- Communication with candidates to schedule interview and gather information.
- Post Job openings on various Job boards, Source candidates through job portals, social media, and networking.
- Screen Resumes And conduct initial Interviews
- Coordinate with hiring managers to understand their recruitment needs
- Support the on-boarding process for new hires.
- Maintain candidate databases and track the progress of each gather information
- Entry level and exist level formalities
- Handle job portal like - LinkedIn page , Naukari. Com , indeed

Techdost Pvt. Ltd. Meerut

2022 - 2024

HR Executive & senior sales Executive

- Managed customer queries related to ERP Software , and service upgrades,
- Respond to customer inquiries via phone, email, chat, and social media platforms in a professional and timely manner
- Follow-up on daily basis
- Lead generate on social media and advertisement .
- Full fill entry level and exist level formalities
- manage all employees records in excel
- interview sschedule on

Cogent e- Services Pvt. Ltd. BPO

2020-2022

Customer Support Executive (Outbound)

- Managed customer queries related to Network issue, and service upgrades, achieving a 90% customer satisfaction rate Provided exceptional customer service for Punjab And UP East
- prepaid customers, handling
- outbound calls and resolving issues efficiently.