

VARNIKA PANWAR

HR EXECUTIVE

CONTACT INFO

Mobile Number- 8534025340
Email id -
Varnika.panwar11@gmail.com
LinkedIn id-
<https://www.linkedin.com/in/varnika-panwar-785718209>

SUMMARY

To achieve a challenging position that will allow me to explore my all capabilities, skills and sense of dedication towards my duties with the sole aim of seeing the progress of the organization.

EXPERIENCE

Fincirc India Private Limited- Currently working.
Noida, UP
HR Executive

- Managing Joining and Induction
- Leave Management
- Internal Communication through mailers
- Exit Formalities
- Database Management
- Managing day to day HR Function
- Employee Engagement

- Conducting Full Life Cycle Recruiting of potential resources of talent for internal needs.
- Developed a collaborative partnership with Hiring Managers to establish hiring needs and communicate recruiting strategies.
- Responsible for full cycle recruiting: Interview, Offer, Salary Negotiation and closed candidates for assigned requisitions.
- Responsible for Coordinating fulfilment of other formalities such as background check etc. leading to joining post placement.
- Identify and cold call candidates through internet sourcing, social media and referral programs.
- Interview candidates to identify their core values, evaluate skills and discuss salary requirements.
- Build and maintain relationships with candidates being the main point of contact for communication and feedback throughout the interview and hiring process.
- Coordinate and schedule interviews with the Hiring Managers; following up for a successful interview. ü Responsible for extending offers, negotiating salary, administering preliminary assessments, and conducting reference and background checks to assist in the on-boarding of candidates.
- Process Reference checks and ensures compliance of all hiring policies and procedures Maintaining relationships with the hired candidates for future referrals.
- Responsible for Documentation and Realizing offer letter.

Internship Details:

Northern Technology & Management Consulting
Technical Recruiter

Jul 2021 - Sep 2021

- Writes job descriptions for needed positions.
- Constructs and develops a recruitment system for the company.
- Creates a recruitment network on social media and other mediums.
- Screens and interviews candidates
- Presents a shortlist of candidates to management.

Academic Details

Dehradun Institute of Technology, Dehradun
MBA

2020- 2022

Hemwati Nandan Bahuguna Garhwal University
B.com

2017-2020

Dev Bhumi Public School
Intermediate

2016-2017

Dev Bhumi Public School
High- School

2014-2015

Job Portals : Ciepal (ATS), Linkedin, Naukri, Zoho
