

AKANKSHA KOLI

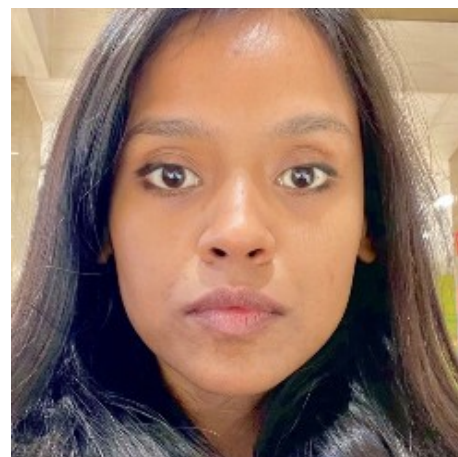
SUMMARY

A motivated and results-focused Human Resources professional, seeking an opportunity to utilize my skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

EXPERIENCE

HR Talent Acquisitions, 02/2024 - Current JINDAL INTELLICOM

- Learned how to use ATS
- Learned how to conduct virtual interviews along with f2f
- Recruited for various customer care and sales processes
- Did Bulk Hiring using help of NGOs
- Built a significant online presence for recruitment purpose on LinkedIn, facebook and instagram
- Also took help of various other free sites for recruitment purposes like Hirect, Updazz etc.
- Developed and implemented strategies for attracting, recruiting, and hiring qualified talent.
- Managed full cycle recruitment process from sourcing to onboarding.
- Identified potential candidates through job postings, employee referrals, networking events and job fairs.
- Screened resumes and conducted interviews to assess candidate qualifications.
- Created a positive candidate experience throughout the recruitment process.
- Partnered with hiring managers to develop job descriptions and ensure accuracy of position requirements.
- Evaluated current recruitment processes to identify areas of improvement.
- Developed relationships with third-party recruiters, staffing agencies, universities and other sources of qualified talent.
- Maintained accurate records in the applicant tracking system.
- Analyzed hiring and retention trends to inform organizational talent priorities.
- Have worked on various profiles including those related to NATIONAL LEVEL HIRING, REGIONAL LANGUAGE HIRING, INTERNATIONAL HIRING & DISTRIBUTION MANAGEMENT SYSTEM RELATED PROFILES.



CONTACT

Address: New Delhi 110017

Phone: 9873544763

Email: akankshaankik@gmail.com

SKILLS

- Well versed with MS-excel, MS word, MS Power point.
 - Social Media Recruiting
 - Candidate Sourcing
 - Interviewing techniques
 - Applicant Tracking Systems
 - Data-driven decision-making
 - Contract Negotiation
 - Recruitment
 - Diversity and Inclusion
 - Employee Referral Programs
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WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/akankshakoli

HR Executive, 07/2023 - 02/2024

nimbus

- Handling recruitment of tele-callers and middle level employees
 - Shortlisting, screening the candidate and following them till their final selection
 - Tie-up with new consultants and coordinate with existing consultants
 - Participating in campus placement on a regular basis for closing particulars requirement
 - Coordinating with the managers of process for hiring, batches planning
 - Identifying sources of hiring for monthly requirements and working on it to source the candidates
 - Preparing recruitment tracker of daily walk-in, sharing it with management on daily basis and publishing handover details of each batch handed over to operation on daily basis and sharing daily hiring report to seniors
 - Using different portals for hiring purposes like Apna Hire, Jobhai and workIndia.
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EDUCATION AND TRAINING

PGDHRM, Human Resources Management, Expected in 10/2024

IIT-DELHI

B TECH IN INFORMATION TECHNOLOGY

GGSIPIU (MSIT)

DISCLAIMER

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

CERTIFICATION

CERTIFIED RECRUITER FROM NAUKRI.COM
KNOW HOW TO USE BOOLEAN SEARCH AS WELL.