

Alice Rohilla

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CAREER OBJECTIVE

Seeking a challenging growth oriented position in well-established company that offers professional growth and opportunity to learn, where in I can apply excellent organizational and communication skills, efficiency, professionalism and enthusiasm.

PROFESSIONAL EXPERIENCE

SHRIYANSH JOB CONSULTANT

HR Manager / Administrator (May 2023-Present)

- Candidate Interview and recruiting
- Joining documentation
- Release Offer letter, Warning letter, and Experience letter
- Salary making
- Provide Administrative support

AVANT CAREER PVT LTD

HR Recruiter / Administrator (Apr 2022- May 2023)

- Candidate screening, interviewing, and on boarding of candidate.
- Handle employee engagement.
- Provide Administrative support.
- Coordinating office activities.
- Job posting on many portals like Naukri.com, Jobhai.com, Apnaapp.com, Workindia.com, Linkdin, Sulekha etc.
- Vendor relationship management regarding candidates joining, offer letter, and payout etc.
- Release offer letter to candidates.

SBI (INNOV)

Sales Floor Coordinator (Jan 2018 – Dec 2019)

- Team Handling.
- Reporting to ASM.
- Complete documentation after cards sold.
- Follow up with customer till end of process.

KALP SOLUTIONS

HR Recruiter (Oct 2015 – Apr 2017)

- Lining up candidates and send them for interview.
- Follow up with candidates till the payout comes.
- Coordinate with HR team of companies.

ICICI BANK DSA

Team Leader (Oct 2012 – Oct 2015)

- Team Handling.
- Verification calls to existing customers of bank.
- Complete documentation with bank branch and customer.
- Reporting to head office.
- Provide training to team,
- Tracking report from the team in end of week.

EDUCATION

Masters of Arts

IGNOU, April 2016

Bachelor of Arts

Delhi University, Mar 2013

ADDITIONAL SKILLS

- Multitasking
- Prioritizing
- Initiative and problem-solving abilities
- Microsoft office

STRENGTHS

- Quick learning
- Delegating tasks
- Reliability
- Precision
- Leadership
- Communication
- Smart worker
- Positive Attitude

PERSONAL DETAILS

Name – Alice Rohilla

DOB – 03 Mar 1990

Marital Status – Married