

Mansee Samudre

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Haryana

Summary

Energetic & Hardworking entry level Business Administration graduate — highly motivated to launch Professional Human Resources Career. Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently. Seeking for a challenging career in Human Resource management and gaining experience in the field to utilize my organizational skills, in order to increase productivity of the organization.

Experience

Unison International Consulting (Associate Consultant, Jan 2024 - Present)

Understanding the client's hiring needs, company culture, and specific requirements for each position. λ Actively searching for potential candidates through various channels such as job boards, social media, professional networks, and internal databases.

Reviewing resumes, conducting initial screenings, and coordinating interviews with hiring managers. They assess candidates' suitability based on skills, experience, and cultural fit.

Extending job offers to successful candidates, negotiating terms and conditions, and facilitating the on-boarding process to ensure a smooth transition into the organization.

Managing the overall candidate experience, ensuring timely communication, providing feedback, and addressing concerns or questions throughout the hiring process.

Keeping detailed records of candidate interactions and hiring processes, utilizing applicant tracking systems (ATS) to manage candidate information efficiently.

Building and maintaining relationships with both clients (employers) and candidates to ensure ongoing satisfaction and repeat business.

Specialized Recruiter for the front end hiring and corporate hiring. Handling the recruitment for value chain to Ultra luxury segments in terms of the store hiring starting from sales associates to business head.

Forever living & Digital platform (Assistant Supervisor 07/2021 - 07/2023) Delhi, India

Responsible for recruiting qualified candidates for beauty product sales, focusing on attracting and hiring skilled individuals. Managed the talent acquisition process, including candidate screening, interviews, and selection procedures. Collaborated with the team to achieve key recruitment metrics, ensuring timely and qualified hires Focused on building positive and professional relationships with candidates to enhance brand image and employee engagement.

Education

Bachelor's of Business Administration

Dr. Virendra Swaroop Institution Of Professional Studies , CSJMU (University) Kanpur, Uttar Pradesh 07/2022

Intermediate

Raja Devi Inter College Naraini Road Banda, Uttar Pradesh 2019

Technical Skills

LinkedIn Recruiter Portal

Naukri Recruiter Portal

Corporate and Retail Hiring

Applicant Tracking Systems (ATS)

Communication Skills

Sound knowledge of MS Office (Word, Excel, Power Point)

Languages

English

Hindi

Personal Information

Date of Birth: 14 November 2002

Father's Name: Mr. Ram Kripal Samudre

Mother's Name: MR's Sunita Samudre

Gender: Female

