

Taniya Khatri

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Summary

Dedicated Human Resources Executive professional with over 2.5 years of experience in hiring and assisting organizations in increasing performance and achieving operational and recruitment goals. In addition, strong knowledge of conducting in depth and competitive interviews with all levels of candidates in diversity.

EXPERIENCE

HR Executive

Oct 2023 - May 2024

Squareboat, Gurgaon, Haryana

Job Responsibilities:

- Conducting end-to-end recruitment processes, including resume screening, candidate sourcing, scheduling interviews, and extending offers and ensuring alignment with technical requirements and organizational culture.
- Implemented innovative sourcing strategies to attract top talent utilizing online job boards, social media platforms, and professional networks like ATS, Naukri portal, Hiris, Instahyre and Employee referrals, Campus placements and Walk-ins.
- Coordinating F2F/Virtual drives, acting as liaisons between candidates and hiring managers to facilitate efficient communication. Building and maintaining candidate relationships is key, along with nurturing talent pipelines for future hiring needs.
- Negotiating job offers and managing the smooth onboarding process and staying updated on industry trends and technologies to effectively match candidates with evolving job requirements
- The ultimate goal is to build a skilled IT workforce that contributes to the success of the organization

Skills

Talent Acquisition

Recruitment

ATS

Tech/Non-Tech hirings

Onboarding

End to End Recruitment

Sourcing

Screening

Job portals

Head Hunting

BGV

Recruitment Executive

Jan 2022 - Oct 2023

Smart Source, Faridabad, Haryana

Job Responsibilities

- Conduct detailed analysis of job descriptions to thoroughly understand hiring requirements for different clients PAN India
- Sourcing of quality profiles through various job portals [e.g. , Naukri.com, IIM Jobs] networking sites [e.g., LinkedIn] , employee referrals, etc. to ensure successful hires
- Working on both IT and Non - IT profiles across Pan India and taking care of End to End recruitment activity through extensive search
- Scheduling interviews, communicating with candidates regarding interview process, and providing timely feedback.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Follow-up with selected candidates for onboarding documents and prepare docket. Conduct reference or background checks on job applicants.
- Ensuring full lifecycle of recruitment. Making reports [Google Sheets] of the hiring activities to showcase the progress of the recruitment as and when required.
- Successfully sourced and hired candidates for both permanent and contractual positions across various domains
- Build referral networks from offered/selected candidates and current employees.

Client Portfolio

Vfs Global
FMC Corporation
Tata Play
Volkswagen
Burger King
Asus India, etc.

EDUCATION

B.Com - Commerce

Jul 2017 - Jun 2020

University of Delhi , Delhi