



# Samiksha Bali

## HR Specialist

✉ samikshabali99@gmail.com ☎ 7889474040

Human Resource Professional, well versed in Talent Acquisition across levels in a fast - paced business environment. Looking forward to pursue a demanding HR role within a reputed organization with the approach where my skills and potentials are being utilized to the maximum alongside focusing on the scope of enhancing my personal skills to contribute to the growth of the organization

## Experience

### Senior Executive at Kochartech

*June 2022- Present*

- Promoted from Executive to Senior Executive.
- Coordinate with hiring managers to identify staffing needs in different areas and departments.
- Directly working with the CEO and VPs of the organization
- Functionally reporting to Director HR.
- Determine selection criteria for candidates by liaising with managers and other members of staff.
- Source applicants through online channels, such as LinkedIn and other professional networks.
- Create job descriptions and interview questions that reflect the requirements for each position.
- Identify and refine down the most suitable talent from available candidates.
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews –if possible.
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
- Maintaining daily/weekly/monthly reports such as interview status report, closure report & feedback report.
- Onboarding activities, maintaining trackers and executing sourcing strategy.
- Managing the end to end talent acquisition process through continuous feedback to hiring manager

### Management Trainee at SahiCollage Mentoring

*Sep 21-Nov 21*

- Job posting & service promotion
- Brand promotion & social media marketing
- Lead Generation
- Recruitment

### Management Intern at HDFC Bank

*June 19-Aug 19*

- Account Opening procedures
- Sales & Client Engagement
- Cold Calling & Cold Emailing
- Market Surveys

## Education

### Guru Nanak Dev University

*June 2017-May 2022*

- Masters in Business Administration (HR and Marketing)
- Bachelor's of Business Administration

## Skills

- Applicant Screening
- Onboarding Understanding
- Employee Engagement
- Recruitment
- Planning and coordination
- Employee Grievances
- IT & Non-IT Hiring
- Lateral Hiring
- Talent Acquisition
- Employee Welfare
- Interviewing candidates.
- End to End hiring process