

KHYATI PURI

Shalimar Bagh, New Delhi
9717299862 | khyatipuri28@gmail.com

Objective

Motivated and detail-oriented English Honours graduate seeking a position in Talent Acquisition. Eager to leverage strong communication skills, analytical abilities, and a passion for human resources to contribute to the recruitment and growth of a dynamic organization.

Experience

- Preeti Enterprises** Aug'23 - May'24
Administrative Executive
 - Created and posted job advertisements.
 - Screened resumes and scheduled interviews, managing the hiring process
 - Prepared offer letters and onboarding documents for new hires.
 - Managed office supplies and stationary inventory
 - Maintained accurate inventory records and generated reports.
 - Scheduled and organized internal and external meetings.
 - Prepared meeting agendas and minutes, ensuring effective communication.
 - Followed up with clients regarding inquiries, appointments, and feedback.
 - Provided excellent customer service, strengthening client relationships.
 - Answered and directed phone calls and emails, maintaining efficient communication.
 - Handled incoming and outgoing mail and packages.

Education

- Shri Guru Tegh Bahadur Khalsa College, University of Delhi** 2023
BA in English Hons
- Sachdeva Public School, Delhi** 2020
12th CBSE Board Examination with 95% in best of four.
- Sachdeva Public School, Delhi**
10th CBSE Board Examination with 86%

Skills

- MS Excel ● MS Word ● MS Outlook ● Research & Analysis ● Internet Applications ● MS Office

Self Evaluation

- **Communication Skills:** Strong verbal and written communication skills to interact effectively with candidates, hiring managers, and team members.
- **Interpersonal Skills:** Ability to build and maintain relationships with candidates and colleagues.
- **Organizational Skills:** Efficient in managing multiple tasks, schedules, and priorities.
- **Attention to Detail:** Meticulous in reviewing resumes, scheduling interviews, and maintaining accurate records.
- **Problem-Solving Skills:** Ability to handle unexpected challenges and find solutions to recruitment-related issues.
- **Adaptability:** Flexibility to adjust to changing circumstances and requirements in a fast-paced environment.
- **Time Management:** Effective in managing one's own time and the time of others to meet deadlines.
- **Teamwork:** Capability to work collaboratively within a team to achieve common goals.
- **Basic HR Knowledge:** Understanding of Recruitment processes.
- **Research Skills:** Ability to source and identify potential candidates through various channels.