

# Kashish Rana

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## Professional Profile:

An innovative Recruitment with over 4+ Years' Experience and comprehensive understanding of full Recruitment cycle, Including resourcing, Interviewing and contract negotiation' Profound knowledge of candidate selection, interview organization and cv shortlisting, and skilled in the use of online recruitment channels. A strong communicator with the ability to cultivate and strengthen relationship with potential and existing clients to maximize business opportunities and secure new vacancies.

## Work Experience:

### **Apexal Overseas Private Limited - Netaji Subhash Place, Delhi { 15/July/2024 to Till Now}**

#### **Sr. HR Specialist**

- Creating job postings, screening candidates, conducting interviews, coordinating with hiring managers, and overseeing the onboarding process.
- Recruiting candidates for various roles in hospitals, clinics, and home care settings.
- Providing employees with an understanding of the organization and delivering basic training for their job tasks.
- Managing both B2B and B2C interactions.
- Leading a team to ensure that team targets are met.
- HR Operations, new employee onboarding, salary management, employee off boarding.

### **Ankur HR Consultancy Private Limited - NSP, Delhi { 27/ February/2023 – 02/April/2024}**

#### **Senior HR Executive**

- = Hiring for the finance and banking sector.
- = Identifying and sourcing qualified candidates.
- = Interviewing and assessing potential hires.
- = Recommending the best fit for financial roles.
- = Screening candidates who meet employer needs.

### **Webnomix Media LLP - Netaji Subhash Place, Delhi { 18/July/2022 ~ 05/ December/2022}**

#### **HR Assistant**

- =Partnering with hiring managers to determine staffing needs.
- =Prepare Job Description.
- =Conduct Interviews, Background Screening, and Orientation.
- =Shortlist the candidates.
- =Schedules interviews with recruiting companies.
- =Build a Candidate Relationship.
- =Negotiation with the candidate and/or company if required.

**ADEP Consultants - Netaji Subhash Place, Delhi {17/March/2021 ~ 25/ April/2022}**

**Talent Acquisition**

- =Coordinate with hiring managers to identify staffing needs.
- =Determine selection criteria.
- =Source potential candidates through online channels.
- =Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- =filling vacancies.

**Education:**

**Graduated** Bachelor of Arts, BA -University of Delhi  
12th Class Passed From CBSE  
10th Class Passed From CBSE

**Language:**

- ☑ Hindi
- ☑ Punjabi
- ☑ English

**Skills:**

- Communication.
- Leadership
- Teamwork
- Management
- Service
- Skills management

**Core Skills:**

- Interview organization
- Candidate shortlisting
- Recruitment Administration

**Personal Details:**

- ☑ Marital Status: - Unmarried
- ☑ Nationality: - Indian
- ☑ Father Name: - Mr. Sanjeev Singh Rana

**Delhi 110052**