

# NEHA KHAN

HR Recruiter

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## CONTACT

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## PROFILE SUMMARY

I am seeking an entry-level HR position where I can apply my networking, communication, and presentation skills effectively. I aim to contribute to HR operations and grow within the department, embracing new challenges and responsibilities along the way.

## EDUCATION

2021 - 2023

GLA UNIVERSITY

- Master of Business Administration

2017 - 2020

RAJIV ACADEMY FOR  
TECHNOLOGY AND MANAGMENT

- Bachelor of Business Administration

## WORK EXPERIENCE

**ABP Management Services Pvt. Ltd.**

Mar/2024 - Sep/2024

Executive - Talent Acquisition

- Managed end-to-end recruitment processes, including candidate screening, outreach, and onboarding.
- Conducted professional telephonic interviews, ensuring a thorough and focused evaluation of candidates.
- Specialized in non-IT hiring across various sectors.
- Extensive experience in BFSI hiring, sourcing top talent for banking, finance, and insurance roles.
- Expertise in building material sector recruitment, successfully filling key positions in this niche industry.

**Bridgexcel Innovations Pvt. Ltd.**

Sep/2023 - Dec/2023

Intern - Human Resources (HR)

- Use databases and job portals to find and attract potential candidates for open positions.
- Carefully review resumes and job applications to match candidates with the right job opportunities.
- Conduct interviews over the phone to get a better understanding of the candidates' skills and qualifications.
- Follow and apply the best practices in HR recruitment to ensure a smooth and efficient hiring process.
- Maintain organized records of candidates and the stages they are in during the hiring process.
- Collaborate with the team to improve recruitment strategies and ensure a positive candidate experience.

## SKILLS

- Recruitment
- Sourcing
- Screening
- Communication
- Human resource management
- Microsoft Office
- Excel

## LANGUAGES

- English
- Hindi