



# Sumit Negi

HRBP & TA

## PROFILE SUMMARY

## EDUCATION

- 2026 MBA/PGDM  
Manav Rachana International University, Faridabad
- 2021 B.Sc  
Manav Rachana International University, Faridabad

## WORK EXPERIENCE

- Jul 2024 - Present  
**HRBP & TA**  
**Lenexis Foodworks**  
Dynamic and results-oriented HR professional with over 2+ of experience, currently serving as an HR Business Partner (HRBP) for North India while leading recruitment efforts for HQ and other regions. Adept at aligning HR strategies with business objectives, enhancing employee engagement, and driving talent acquisition processes. Skilled in managing end-to-end HR operations, employee relations, and performance management, with a proven ability to work in a fast-paced, multi-regional environment.  
  
Key Skills:  
  
HR Business Partnering  
End-to-End Recruitment  
Employee Relations & Engagement  
Performance Management  
Talent Acquisition & Onboarding  
HR Strategy & Alignment  
Onboarding  
Stakeholder Management  
HR Operations & Process Improvement  
Data-Driven Decision Making

## PERSONAL INFORMATION

✉ Email  
negisn009@gmail.com

📞 Mobile  
(+91) 8744878839

📅 Total work experience  
2 Years 3 Months

🌐 Social Link  
<http://linkedin.com/in/sumit-negi-224a59171>

## KEY SKILLS

- HRBP
- Recruitment Selection
- HR Information System
- Background Verification
- Onboarding
- Retention
- Employee Engagement

## OTHER PERSONAL DETAILS

City Gurugram  
Country INDIA

## LANGUAGES

- English
- Hindi

Jan 2024 - Jun 2024

Senior Talent Acquisition Executive

### Chaayos

1. Led end-to-end recruitment processes for headquarters and pan-India outlets, including Operations, Marketing, Finance, and Technology departments.
2. Utilized innovative sourcing strategies to identify passive candidates for both corporate and field positions and engaged them in the recruitment process.
3. Conducted initial candidate screenings to assess qualifications, interest, and cultural fit for positions at various locations across India.
4. Coordinated interview schedules and provided support throughout the interview process, ensuring a positive candidate experience for both corporate and field candidates.
5. Collaborated with the HR team to streamline onboarding procedures and ensure a smooth transition for new hires into both corporate and field roles.
6. Maintained accurate records of candidate interactions and recruitment activities in the ATS, tracking metrics and providing insights to inform recruitment strategies for both headquarters and pan-India outlets.

Nov 2022 - Jan 2024

HR Executive and Recruiter -North

### Lenexis Foodworks

I am responsible for HR activities in North Indian such as :-

1. Talent Acquisition & Retention (Acquiring a talent pool for Chinese wok outlets/Regional offices & retaining them)
2. Employee Engagement (Engaging the employees in celebrations & activities to keep them involved in the organization)
3. Employee On-Boarding (Helping new hires get acquainted with their new environment by acting as a resource and answering questions about the company's policies and procedures Providing new hires with information about their benefits package)
4. Employee Satisfaction Survey (Conduct satisfaction survey of all employees at the outlet level across North India & compile the amalgamated report ready for the management reference)
5. Human Resource Information System (Using Software for Employee creation & Deactivation, Employee transfer, Giving Rights to managers, booking cost center, making reports)
6. Esic/Pf (Creating Esic and PF for the new joinees)
7. Documentation & Background check (Verifying and doing background check of the documents given by employees during the joining process.
8. Offer letter & Appointment Letter (Making and providing appointment letters and offer letters to selected candidates)

INTERNSHIP

61 Days

## First Fiddle Restaurants

- Recruitment - Sourcing - Onboarding - Recruitment of technical field - posting job on various job site's - shortling cv's -Salary negotiation

### COURSES & CERTIFICATIONS

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- Diploma in Human Resources Management (HRM)
- Naukri Maestro Recruiter Program
- People Analytics by LinkedIn Learning
- Managing employee problems