

Objective

I have 3 years of experience as Human Resources Professional, wants an organization where I can develop my knowledge, skill and improve my experience & exposure with the objectives of the organization.

Experience

ACS Pvt. Ltd (RPO Air India Express)

Sr Executive HR

MARCH,24 - TILL DATE

- 1.Stakeholder Management- Coordinating with the business for the upcoming requirement, day to day interview coordination, hiring numbers mapping.
 - 2.Using ATS - Success factor, Naukri, Shine, Linked In for sourcing the candidates.
 - 3.End to end recruitment for niche position within the TAT.
 - 4.Responsible for all the Niche hiring within the organization.
 - 5.Preparing PPT's for weekly meeting with CFO.
 - 6.Offer Negotiation for all levels.
- Conducted English test on versent app
- 7.Offer Negotiations - SF
 - 8.On-boarding documents, Doj allotment, bgv verification, Induction training.

IndiGo Airlines (Interglobe Aviation Ltd)

Executive- Talent Acquisition

AUGUST,22 - FEBRUARY,24

- 1.Recruiting Candidates for engineering department within given TATS.
- 2.End to End Recruitment Including Job Posting, sourcing, screening, Interview Scheduling.
- 3.Knowledge of employment law and practices.
- 4.Worked on Various job portals like LinkedIn, Success factor, Param, Naukri.
- 5.Work closely with hiring manager to understand the hiring needs.
- 6.Hello Verify Portal for BGV - Initiate & reject, In 7.Scuff, Orange Cases, Red Cases.
- 8.Success Factor Portal- Recruiting candidate to on boarding (End to End Proficient).
- 9.SHL Portal- Aligning of online assessment test, maintain their reports for recruitment.
- 10.Hiring Drive- Conducting and managing walking, recruitment drives.
- 12.In-House Induction training, Manage Data by google sheets, outlook ,Ms office (word, excel, PowerPoint).
- 13.Extend job offers to candidates and facilitate salary negotiation.
- 14.Onboarding - Allotment of Doj, verification of documents, flight tickets, accomodation.

Curious Consulting Pvt. Ltd

Executive - HR Recruiter

OCT,21 - FEB,2022

- 1.End to End recruitment till Onboarding for IT and Non IT profile.
- 2.Working for the Clients Paytm, Axis Band, Dr. Lal Path, Express Minds Pvt. Ltd.
- 3.Working on Job portals Shine.com, naukri.com for right hire.
- 4.Maintain Candidate pipeline data, MS Excel, MS Work, Preparing PPT for weekly meetings.

Education

Our Lady of Fatima Senior Secondary school

Higher Education -

2017

Arunachal University of Studies

Intermediate -

2019

Himalayan Gadhwal University

Bachelor's of Business Administration -

2022

Skills

MS Excel

Microsoft Edge

V Look up

Projects

Diversity Hiring

Take Off 2.0

Compensation Benchmarking

Language

English Hindi

Achievements & Awards

1. Interglobe Aviation Ltd - Awarded as 6E HR Backbone for commendable hiring strategies.
2. ACS - Employee of the Month -Jun,24