

Pranav Mehra

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Professional Summary

To secure a challenging position where I can effectively contribute my skills in the growth of organization.

Skills

- Interpersonal Skill
- Utilizing Various Sourcing Methods
- Employee Engagement Leadership
- Performance Management
- Recruitment of Employees
- Client Coordination

Experience

- **SENIOR Executive – HR** | 02/2024 – Present
PACIFIC an access healthcare company - Noida, Uttar Pradesh
- **SENIOR HR Executive** | 01/2023 – 02/2024
Jindal Intellicom Pvt. Ltd - Moti Nagar, New Delhi
- **SENIOR HR Executive** | 06/2022 - 11/2022
Jindal Intellicom Pvt. Ltd - Moti Nagar, New Delhi
- **HR Executive** | 01/2021 - 06/2022
Silaris Informations Pvt Ltd – Naraina

Roles & Responsibilities

- Develop and implement effective talent acquisition strategies to attract top-tier candidates. Maintaining the personal files and ensure required documentation is received
- Manage the end-to-end recruitment process, from job requisition to candidate onboarding
- Collaborate with leadership to understand organizational goals and workforce needs
- Develop and execute recruitment plans aligned with the company's strategic objectives
- Utilize various sourcing methods, including social media, job boards, networking, and referrals, to build a robust candidate pipeline.
- Aptitude for prioritizing tasks with attention to detail to ensure information accuracy

Recognized for Excellence

- Awarded Quarterly Recognition and Reward (RNR) for consistently outstanding performance as an SR.HR Executive
- Attained Top Performer status for exceptional Lockdown period contributions.

Education

GGSPU University | BBA (Bachelor of Business Administration)
2021

Languages

- Hindi
- English
- Basic Spanish