



SHRISHTI DIWEDI

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CAREER OBJECTIVE

Human Resource professional having 2 years of experience, looking to be part of a progressive organisation where I can contribute effectively in the field of Human Resources by utilising my professional skills and knowledge of Talent Acquisition, Talent Management, Talent Development, Human Psychology and Organisational Behaviour.

EDUCATIONAL QUALIFICATION

Qualificaton	Institute/University	Year	Percentage
MBA (HR & Marketing)	Graphic Era Hill University, Dehradun	2017-2019	7.98/10
B.Sc (CBZ)	Pt. Lalit Mohan Sharma Autonomous Govt Pg college, Rishikesh (HNB Garhwal University)	2014-2017	68.74%
Intermediate (PCB)	Sri Sai Baba International Public School,Dehradun (CBSE Board)	2013-2014	67.8%
High School	Swami Dayanand Saraswati Career Public School,Rishikesh (UK Board)	2011-2012	66.83%

WORK EXPERIENCE

- **Organisation 2 : Squareyards Pvt Ltd (Noida)**

Duration : April'21 to Till Date

Designation : HR Executive (90% Recruitment & 10% Operations)

Key Role :

- Handling End to End Recruitment.
- Bulk Hiring, Leadership Hiring (In-house Hiring) .
- Positions like – Portfolio Managers, business Development Managers, Area Managers, Sales Associates, BDE, Relationship Managers, Regional Managers, Area Sales Managers etc.
- Coordinating with hiring Managers of PAN India to determine staffing needs.
- Taking In person Interviews and Virtual Interviews.
- Making Recommendations to the hiring managers.
- Taking care of all the requisitions of the company, Job Postings, Mass Mailings,, Bulk Mails.
- Sourcing through different portals – **Naukri, LinkedIn, Shine, IIM jobs,Monster, Apna Jobs, Waah jobs, Job hai etc and through referrals, existing database.**
- Market Mapping, Company mapping, mapping through linkedIn.
- Screening resumes, Shortlisting the candidates, aligning interviews, taking follow ups.
- Communicating employer information and benefits.
- Stakeholder management
- Staying current on the company's organisation structure and policies.
- Target driven, closing 12 to 20 positions in a month.
- Working for PAN India + NRI hiring.
- Completing timely reports (daily, weekly, monthly) and employee activity.
- Salary Negotiation, Raising Offer letters, Document verification, background checks.
- Doing all the joining formalities of the selected candidates.
- Working on excel and google sheets.
- Delivering consistent success in achivieng all the hiring targets and objectives in line with the area business plan.

- **Organisation 1 : Declan Global Solutions (Gurgaon)**

Duration : April'19 to July'20

Designation : Associate Consultant– Talent Acquisition

Key Role :

- Handling end to end Recruitment for various profiles at different level of management.
- Positions like – Business Development (Sr./Manager), Chief Architect, Architect, Embedded Developer, Lead site safety, Manager Sales, Banking Alliance, Principle Engineer, Associate Director – Supply/Demand/Category/Safety, Software Engineer ETC.
- Working on both Technical + Non-Technical roles.
- Involved in Research/ Market mapping/ Company Mapping/ Talent Mapping in understanding of Technology Trends.
- Analyse the Job Description provided by the client for different position.
- Sourcing potential candidates through various Job Portals - **Naukri.com, LinkedIn, Personal Networking, Existing Database, Internet Searches.**
- Job Postings, Mass Mailings, Building Pipelines, Bulk Hiring, Lateral Hiring Head Hunting
- Screening resumes based on the required skills, desired skills, Job Description, and criticality of the requirement.
- Sourcing, Screening, Shortlisting potential candidates, Conducting interviews, Salary Negotiation, Continuous follow ups, Client Engagement, Joining Formalities.
- Coordinating between client's needs and candidate's expectation.

TRAINING

- **Organisation :OYO Rooms (Gurgaon)**

Duration : 2 Months (11th Feb'19 – 11th April'19)

Designation : Human Resource Trainee (Talent Acquisition)

Key Role :

- Recruitment and Selection process which involves.
- Job posting and sourcing of the relevant candidates from different portals like Naukri, LinkedIn, IIM jobs, Indeed, Monster.
- Screening of the resumes according to the job requirement and follow up.
- Aligning the candidates for interview.
- Scheduling the telephonic, Skype and face to face round of interviews.
- Coordinating with the candidates, interviewers and the line managers.
- Handling requirements for entire North India.
- Closed 30 positions within 2 months for North India.
- Hands on experience on Taleo.

- **Organisation : Radisson Blu, Kaushambi, (Delhi NCR)**

Duration : 6 weeks

Designation : Management Trainee (Human Resources)

Key Role :

- Recruiting and selecting the right candidate at right time for a right Position.
- Sourcing the relevant profiles from different job portals.
- Screening resumes and Follow Ups.
- Aligning the candidates for interview.
- Onboarding of 110 HM trainees for the duration of 3 months, 6 months and their grievances were taken care by me.
- Assigning their keyroles according to their domain.
- Learned employee engagement.

• **Organisation : Big Bazaar. (Dehradun)**

Duration : 7 days (Live Project on Marketing)

Designation : Sales Trainee

Key Role :

- Enhancing the turning up the business through rigorous sales.
- Achieved 100% of the daily targets.
- Learned about marketing strategy.
- Customer handling and behaviour.
- Communication and confidence.

CO-CURRICULAR

- Attended 3 days seminar on stock broking by KARVY.
- Attended HR conclave held at university level.
- Attended 2 days workshop by Dr.Sanjay Joshi on 'from campus to corporate'.

TECHNICAL COURSE

- Course on computer concept by National Institute of Electronics and Information Technology.

STRENGTH

- Creative
- Team Player
- Adaptable

HOBBIES

- Reading
- Travelling
- Dancing

PERSONAL DETAILS

Father's Name : Mr.Satish Diwedi
Date of Birth : 24-01-1997
Gender : Female
Nationality : Indian
Language Known : English & Hindi
Address : Tapovan, Laxman Jhula, Rishikesh, Uttarakhand, Pin-249192.

“I hereby declare that the information provided is true to the best of my knowledge and belief”.