



STUTI JAIN

Stutijain1915@gmail.com

+91 8368860008

Summary

A very meticulous and highly organized self-starter with accomplished career track in operations & recruitment. A strong focus driven individual, excellent negotiator with problem solving capabilities and takes initiatives in supporting management policies and objectives quickly and effectively. Knowledgeable about training, documentation and reporting requirements, recruitment strategies, on-boarding procedures.

Skills

- End-to-end recruitment
 - Sourcing, Head Hunting, Campus Recruitment, Vendor Management, Employee Referral
 - Salary Negotiation
 - Volume/Mass Hiring and Niche Skill Hiring
 - Proficient in recruiting candidates for all levels.
 - On-Boarding
 - Induction
 - Typing Speed- 33 WPM
-

Work Experience

HUMAN RESOURCE EXECUTIVE

S S Rana& Company- South Delhi, New Delhi

August 2022- September 2023

ROLES AND RESPONSIBILITIES

- Screening and short-listing of profiles as per the requirement.
 - Performed all the joining formalities which involves updating every information of new joiners on the software, collection of documents and recording the same.
 - Assisted in performing reference and background checks, interviewed and selected employees, and prepared and sent offer and orientation packages.
 - Organized all the training within the expected timelines.
 - Source potential candidates from various online channels (e.g. social media and professional platforms like Naukri.com, Indeed, LinkedIn etc).
 - Did payroll of Interns
 - Interview candidates (via phone, video and in-person).
 - Design and update job descriptions.
 - Conducted onboarding and exit formalities.
 - Conducted telephonic/personal interaction with potential recruits to ascertain their suitability and obtained preliminary information regarding salaries, their availability and so on.
-

BANKING ALLIANCE OPERATIONS EXECUTIVE

Mobikwik– Gurgaon, Haryana

October 2020 – June 2022

ROLES AND RESPONSIBILITIES

- Providing suggestions to business leaders on various issues i.e. Attrition, Deployments & Productivity.
- Invoice processing of various merchants and vendors.
- Identifying areas of improvements within the function for effectiveness.
- Screening and short-listing of profiles as per the requirement.
- Arranging coaching sessions to employees for their growth path in discussion with functional heads.
- Maintaining and updating all required joining, during employment and leaving the organization documents.
- Assisted in performing reference and background checks, interviewed and selected employees, prepared and sent offer and orientation packages.
- Conducted telephonic/personal interaction with potential recruits to ascertain their suitability and obtained preliminary information regarding salaries, their availability and so on.
- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like Naukri.com, Shine, LinkedIn etc).
- Craft recruiting emails to attract passive candidates.
- Interview candidates (via phone, video and in-person).
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Participate in job fairs and host in-house recruitment events.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them onboard.

HUMAN RESOURCE INTERN

FAIRMONT - Jaipur, RJ

Nov 2018 - April 2019

DAILY RESPONSIBILITIES

- Provide clerical and administrative support to Human Resources executives.
 - Compile and update employee records (hard and soft copies).
 - Coordinate HR projects (meetings, training, surveys etc.)
 - Answering employee questions and processing incoming e-mails.
 - Serving as a point of contact with benefit vendors/administrators.
 - Maintaining computer system by updating and entering data.
 - Setting appointments and arranging meetings.
 - Maintaining calendars of HR management team.
 - Coordinated work activities of subordinates and staff.
 - Assisted in various training like fire and safety training.
 - Interviewing trainees.
 - Preparing various reports and presentations using Microsoft Excel and PowerPoint.
-

Education

2017 - 2020

Bachelor of Science

Hospitality and Hotel Administration

Institute of Hotel Management and Catering Technology – Kurukshetra, HR

□ First Division

2015 - 2017

Holy Child School

Ghaziabad, UP

- ISC – First Division
- ICSE - First Division

Awards and Honors

- *Performer of the Month - Mobikwik*
 - *Excellent Performance: Industrial Training – Fairmont*
-