

Srishti Thakur

Personal Details

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- Address : Sec18 Gurgaon, Haryana (122001)

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **HR Executive** Jan2023 - Jan 2024
Globiva Service Private Limited
 - Handled end-to-end recruitment.
 - Primarily focusing on bulk hiring.
 - Coordinate with hiring managers to identify staffing needs.
 - Determine selection criteria.
 - Source potential candidates through online channels(e.g.social platforms and professional networks).
 - Lineups 25-30 candidates per day n coordinating with management team and operation team.
 - Plan interview and selection procedures,including screening calls, assessments and in-person interview.
 - Assess candidate information, including resumes and contact details, using Applicant Tracking System.
 - Design job descriptions and interview questions that reflect each positions requirement.
 - Involved in sourcing & screening profiles through various job portals (Naukri, Linkdin etc) and references.
 - Hiring for sales, Customer Service, Chat process, and multiple process.
 - Source the candidate's via Naukri, office walking and different consultants.
 - Coordination with Operations and Clients.
 - Maintaining Data in Excel .
 - Sharing Feedback and Follow up the Candidates.
 - Vendor Management and Coordination.
 - Hiring for international and domestic clients.
 - Maintaining good relationships with clients.
 - Follow up Candidates till Joining.
- **HR Executive** Jan 2024 - Aug 2024
Leo Burnett
 - Managed Vendor and Client Relations, and coordinated activities.
 - Oversaw recruitment processes across diverse platforms like Naukri and LinkedIn.
 - Conducted through profile screenings.
 - Facilitated both virtual and in-person interview sessions.
 - Handled documentation and verification procedures.
 - Ensured accurate attendance records.
 - Conducted exit interviews and managed Full and Final settlements.
 - Coordinated effectively with Supervisors, City Managers, Programme Managers, Clients, and Management.
 - Managed event planning and coordination.
 - Maintained databases and prepared data.
 - Conduct disciplinary actions.
 - Arranging training and development of new employees.
 - Monitoring employees performance.
 - Maintaining Work culture and Resolving Conflicts.
 - Employee Engagement and Grievances Handling.
- **Senior HR Executive** Aug 2024 - Till Date Now
Golden Faces
 - Working as a Freelancer.
 - Oversaw manpower planning and deployment for various events, including corporate, government, exhibitions, and conferences.
 - Managed and led a team, providing training and mentorship to interns.
 - Scheduled and coordinated interviews, both virtual and in-person, ensuring a seamless recruitment process.
 - Collaborated with internal teams to ensure smooth event operations, including team management and task delegation.
 - Acted as the main point of contact with clients, ensuring effective communication and client servicing.
 - Supervised event execution, ensuring all HR-related aspects were efficiently managed.
 - Conducted follow-ups and shared feedback to improve processes and team performance.

Education

Course / Degree	School / University	Grade / Score	Year
MBA(H.R.)	Himachal Pradesh Technical University Hamirpur (H.P.)	8.0 CGPA	2020-2022
B.com(Honours)	Vallabh Govt College Mandi (H.P.)	7.05 CGPA	2016-2019
Higher Secondary (12th)	Anglo Sanskrit Model Senior Secondary School Mandi (H.P.)	77.8%	2016
High School (10th)	D. A. V Centenary Public School Mandi (H.P.)	7.0 CGPA	2014

Skills

- Sourcing
- Recruitment
- Leadership
- Empathic skills
- Interpersonal skills
- Strategic thinking
- Interviewing
- MS Excel
- Screening
- Lineups
- Coordination
- Team Handling

Projects

- **Training Report(H.R.)**
Human Resource of the National Bank for Agriculture and Rural Development.
- **Project Report (H.R.)**
A Study Satisfaction of employees at Vi vo Grand Prospect International Communication Pvt Ltd at Solan Town (H.P.).

Interests

- Learning
- Music
- Dance

Languages

- Hindi
- English

Reference

- References available upon request. -

Declaration

- I hereby declare that all the details given above are true to the best of my knowledge and belief.

Date:

Place: Gurgaon



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