

RASHI BATRA HR RECRUITER

A dedicated HR professional with 3 years of HR & Talent Acquisition experience, I bring rich background in developing effective recruitment strategies & enhance the candidate journey.



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KEY SKILLS

End to end recruitment, Talent Acquisition, Head hunting, Stakeholder management, Database management, Market trend & Analysis.

PROFESSIONAL EXPERIENCE

Total Experience : 3years

Company Name :

EliteMindz Pvt Ltd-
(May,2024- November,2024)

2.Orbis HR Solutions-
(August,2021- January,2024)

EDUCATION BACKGROUND

Master's in Business Administration (HR)

KCMT College April 2018- Sept 2020

Bachelor's in Business Administration (HR)

Apex Group of Institutions Aug 2014- June 2017

INTERNSHIP EXPERIENCE

Fortune Human Capital Pvt. Ltd. June 2019 - July 2019

- As an HR Intern, gained experience on one of the HR functions i.e end to end recruitment.
- Support the HR team in a variety of tasks including source applicants to assisting with employee onboarding.

PROFESSIONAL EXPERIENCE

Senior HR Executive

Elitemindz Pvt. Ltd. *May 2024 - November 2024*

- Manage the full recruitment cycle for complex & senior level hires as per requirements.
- Source applicants, screen resumes, interview & assess candidates to provide qualified candidates to hiring manager.
- Build & maintain a good quality database using the available resources to the optimum.
- Facilitate feedbacks to key stakeholders to ensure timely and smooth functioning.
- Maintain a complete record of interviews & new hires.
- Manage the firms/ agencies to drive timely & thorough sourcing of high quality, diverse candidates pool as well as participate in diversity recruiting events & activities.
- Stay up to date with current recruiting methods.
- Stay within the provided hiring/on boarding TATs.

Clients Worked with :- . EY India, Capgemini, Zuci Systems, Xebia IT Architects and many more.

Senior Recruitment Executive

Orbis HR Solutions Pvt. Ltd. *August 2021 - January 2024*

- Experience in Non IT/ IT Recruitment in permanent and contractual staffing
- Collaborate with hiring managers to understand their hiring needs and develop effective recruitment strategies.
- Sourcing candidates through various channels, including job boards, social media and employee referrals.
- Screening resumes and conducting interviews to assess candidate fit.
- Coordinating and scheduling interviews with hiring managers and other team members.
- Conducting reference checks and background checks on potential candidates.
- Extending job offers and negotiating salary packages with selected candidates.
- Maintaining accurate and up-to-date records of all recruitment activities.
- Staying updated on industry trends and best practices in talent acquisition.

Clients Worked with :- . IPG MediaBrands, Interactive Avenues, Scottish International High School, Accentiv India and many more.

ALL THE ABOVE INFORMATION MENTION IS TRUE

RASHI BATRA