

JYOTI NEGI

8178892934 · negijyoti4u@gmail.com · [linkedin.com/in/jyoti-negi-b49308212](https://www.linkedin.com/in/jyoti-negi-b49308212),
Sant Nagar burari delhi ,110084

HR RECRUITMENT SPECIALIST (IT & NON IT)

HR Recruiter with [1] years of experience in talent acquisition and recruitment strategies across various industries. Adept at identifying top talent, developing strong candidate relationships, and utilizing innovative sourcing techniques to meet organizational hiring goals. Proficient in end-to-end recruitment processes, including job requisition management, candidate screening, interviewing, and offer negotiation. Demonstrated ability to work effectively with hiring managers to understand their needs and provide tailored solutions

KEY COMPETENCIES

Communication skills	Active listening
Time management	Human Resources
Negotiation	Networking
Sourcing	Recruitment

PROFESSIONAL EXPERIENCE

May 2022 - May 2023t

HR Recruiter Specialist

EXL (Allegis Global Solutions)

Excellent research, sourcing, candidate engagement and stakeholder management skills.

Proven experience of successfully working on niche roles PAN India

Hands-on experience on various sourcing channels

Strong verbal and written communication skills

Ability to multi-task with good time management skills

Organized, with the ability to prioritize and complete tasks within defined SLAs.

TAT is important because it measures the efficiency and effectiveness of a company's hiring process.

German Language Trainer

April 2021- March 2022

Grover German classes

each students how to speak, read, and write in German. They may also teach about the culture and literature of Germany. plan lessons for their students. gather feedback from their students.

Improved student language proficiency levels by 50% through effective instructional techniques and personalized support. Stayed current with advancements in language teaching methodologies and trends, participating in ongoing professional development opportunities.

EDUCATION & CERTIFICATIONS

Bachelor of Arts - 2017

University of Delhi

English honours , humanities , human behaviour, english literature , communication.

Bhagwan mahaveer singh collage - 2018

Deplome in elementary education

German Language Course - 2019

Goethe Institute Delhi (max muller bhavan)

EXTRACURRICULAR ACTIVITIES

Hr Recruiter Training Course

Tareeqa Global Solution pvt . LTD.

Talent Acquisition Training course , Hr recruiter training course , Advanced excel course, payroll,

Tech Skills

Microsoft word

Power Point

Excel (vlookup, ulookup, pivot, macro)

Sql

Data Management

