



MRS ANSHUL BAJPAI MISHRA

Sr. HR Executive

Contact Me



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Social Profile



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Other Info

Skills

- Talent Acquisition
- New Hire Orientation
- Recruiting and Sourcing
- Training and Development
- Recordkeeping
- Background Checks
- Bulk Hiring



About Me

Experienced Senior Human Resource Executive with 3.9 years of experience successfully managing recruitment processes, leading employee retention and engagement programs, and designing and implementing performance management systems. Proven track record of increasing employee retention, satisfaction, and performance.



Experience

12/22 - 08/24 **Bhartiya Global InfoMedia Pvt Ltd. | Sr.HR Executive**

- Updated and maintained human resources records with new employee details.
- Recruited and hired new employees to fill job vacancies and add talent to department.
- Coordinated recruitment efforts, including job postings, candidate screening, and interviews.
- Organized employee records consistently.

Languages

Hindi ,English,

Interest

Music Buff

- Compiled and update employee records(hard&soft copies).
- Coordinated with projects (meeting & training).
- Coordinate with candidate and schedule interview..
- Prepared letters such as offer and confirmation.

07/22 - 10/22 **Moksh Overseas | HR Executive**

- Submitted recruitment reports to provide updates to hiring manager.
- Posted job listings in LinkedIn, Indeed to acquire more applicants.
- Evaluated skills, knowledge and experience of candidate to determine ideal job positions.
- Coordinated interview schedules between hiring managers and candidates.
- Collaborated with hiring managers to understand their requirements for open roles.
- Sourcing candidate through online portals.
- Overseas medical staff recruitment on an agreement basis.
- Providing & conduct Online Training of faculties .
- Managing &maintain agreement and documents of newly hires.
- Maintain & Update daily reports on CRM.
- Scheduling meeting of clients through Zoom.

06/20 - 6/22 **Grace Marketing | HR Executive**

- Assist to MD in organisational recruitment ,ensure the proper onboarding process newly hires.
- Preparing job offer emails and employment offer/Contracts.
- Maintain employee records according to requirements.
- Coordination with employees and client in the organization .



Education

- 2015 - 2016 TT Jain Higher Secondary School |
Commerce
- 2017 - 2019 Naveen College | B.Com (TPP)
- 2019 - 2021 TIT College | MBA (HR/Banking)
- 2022 - 2023 MCU | PGDCA



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