

SUMMARY

Enthusiastic Human Resource (HR) Professional, eager to learn new skills and contribute to the organization by applying knowledge to real life situations. Business-minded and versatile with experience in sourcing, recruitment, documentation and administrative tasks. High adaptability and EQ with excellent interpersonal, time-management and problem-solving skills. Well versed with corporate structures and with both IT and non-IT hiring. With over one year of experience from one of the big 4s (KPMG), I am willing to take an extra mile for better learning development.

EDUCATIONAL QUALIFICATIONS

| Institution | Description | Results |
|---------------------------------------|--------------------------------------|---------|
| Dyal Singh College – Delhi University | B.A. (Hons) Political Science – 2022 | 7.71 |
| Vikas Bharti Public School, Delhi | CBSE – Grade XII, 2019 | 93.75% |
| Vikas Bharti Public School, Delhi | CBSE – Grade X, 2017 | 7.0 |

PROFESSIONAL QUALIFICATION & CERTIFICATES

- *Japanese Language (Mid-level proficiency) – JLPT N4 level, 2023 (ongoing)*
- *Digital Marketing Profs - Advanced Digital Marketing Course, 2022*

EXPERIENCE

- **HR Analyst – KPMG – June'22 to Present**
 - Supporting IT and Non-IT Recruitment
 - Collaborating with the clients and other stakeholders to understand their hiring needs.
 - Analyze the business requirements to identify the best ways to source talent through X-ray searches and Boolean Strings, LinkedIn Recruiter, Naukri and Indeed
 - Prescreen the resumes and share relevant profiles to the business.
 - Solving the escalation occurred during hiring cycle with the business.
- **Human Resource Executive – Believers Management Consultancy – Jan'22 to June'22**
 - Screening resumes
 - Following up for in-person, Telephonic and Video interviews with candidates.
 - Coordinating interviews with the managers.
 - Following up on the interview process status.
 - Creating weekly/Monthly submissions reports.
 - Expert level knowledge and work experience in internet recruitment sites like Naukri, LinkedIn, etc.
- **HR Intern – Pioneer Management Consultancy – April'21 to July'21**
 - Working on IT and non-IT profiles
 - Sourcing and pre-screening of candidates per the hiring process sourcing, maintaining resume database and salary negotiations.
 - Management of formalities in relation to closure for each candidate, following up on documentation process, ensuring everything is in place for a smooth closure for every candidate and client.
 - Handled a team to get the best performance recognition

KEY HIGHLIGHTS OF HR WORK-EX

- **Major Clients:** Mindtree, Tech Mahindra, L&T, Deloitte and Cognizant
- **IT Positions:** QA Engineer, IT Services Desk Support, Dot Net Developer, Python Developer, SDET, Java Developer, Senior Engineer – Android, React JS Developer, UI Developer, Software Developer, Data Engineer
- **Non-IT Positions:** Sales & Marketing, Tax, Audit (Internal and External), Human Resource

SKILLS

- MS Office (Word, Excel & PPT)
- Japanese Language
- ATS
- CRM
- Job Portals, like LinkedIn, Naukri

REFERENCES

- Mr. Vani Bhatia (Asst Manager, KPMG) - +91 88265 65973
- Mr. Sarla Sharma (Managing Director, Pioneer Management) - +91 98198 98838