

Mansi Chauhan

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Objective

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

Experience

Recruiter Specialist

2021 June - 2022 April
Concepts Human resources
Roles & Responsibility

- (1) Source, screen, and interview potential IT candidates,
- (2) Develop and maintain relationships with potential IT candidates,
- (3) Utilize job boards, social media, and other recruiting tools to source candidates,
- (4) Create job postings and advertise open positions,
- (5) Evaluate resumes and applications to determine qualifications,
- (6) Conduct reference and background checks on potential candidates,
- (7) Negotiate job offers and salary packages
- (8) Maintain accurate records of all recruiting activities,
- (9) Follow up with candidate till they joined,
- (10) Follow full cycle of Hr Recruitment Cycle.

Corporate Recruiter

2022 May - 2024 April
Zolon Tech (Hyderabad)
Roles & Responsibility

- (1) Source and attract candidates by using databases, social media, etc.
 - (2) Develop and update job descriptions and specifications,
 - (3) Screen candidates resumes and job applications,
 - (4) Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule,
 - (5) Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Onboard new employees in order to become fully integrated,
- (6) Monitor and apply HR recruiting best practices,
 - (7) Provide analytical and well documented recruiting reports to the rest of the team,
 - (8) Coordinate with department managers to forecast future hiring needs,

SKILLS & COMPETENCIES

Talent acquisition
Sourcing strategies
Social media recruiting
Onboarding process development
Interview process design
Team management
Diversity and inclusion initiatives
Hiring forecasting and planning
Applicant tracking systems (ATS)
Employee referral programs
Training and development
Collaboration and communication

Time management
Analytical skills
Negotiation and persuasion

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor of Business Administration	Mahatma Jyotiba Phule Rohilkhand University Public university in Bareilly, Uttar Pradesh	70%	2016 (june) - 2019 (june)
Master of Business Administration - (Human resources and marketing specialization)	Maharshi Dayanand University is a public university in Rohtak, Haryana	80%	2019 June - 2022 june

Skills

•Communication and Interpersonal Skills •Relationship Building and Networking •Time Management and Prioritization •Adaptability and Flexibility •Attention to Detail and Organization •Problem Solving and Critical Thinking •Active Listening and Feedback Incorporation •Conflict Resolution and Negotiation •Creativity and Innovation •Strategic Planning and Decision Making •Teamwork and Collaboration

Languages

English, Hindi



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