

Hitesh Yadav

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Gurugram, Haryana

OBJECTIVE

Dynamic HR professional with more than 3 years of experience in Talent acquisition and HR operations. Proven track record in aligning HR strategies with business goals, enhancing organizational effectiveness, and fostering a positive workplace culture. Strong interpersonal skills with a commitment to employee development and diversity and inclusion initiatives.

Key Skills

- Organizational Skills
- Recruitment & Selection Processes
- Employee Relations
- Strategic Planning & Execution
- Data Analysis
- Effective Communication & Interpersonal Skills
- Multi-tasking & Time Management

WORK EXPERIENCE

Square Yards - Human Resource Executive, Gurugram (April 2024 – till date)

- Handle the end-to-end hiring process, using internal and external sources while adhering to set hiring policies.
- Proactively communicate with management to understand business needs and make sure that hiring practices are in line with company goals.
- For non-technical positions, conduct in-depth interviews while using a variety of sourcing strategies, including LinkedIn, headhunting, and job sites, to find qualified applicants.
- Ensure all onboarding documentation is completed accurately and in compliance with company policies and legal requirements.
- Interpret and communicate company policies to ensure understanding and compliance.
- Employ HRIS to manage databases, and salaries, document procedures, and make sure all legal obligations are met throughout an employee's employment.
- Utilize data and analytics to assess and optimize the efficiency and effectiveness of the hiring process.
- Exceptional interpersonal skills with the ability to build strong relationships with candidates, hiring managers, and other stakeholders throughout the recruitment process.
- Ability to adapt to changing priorities, handle multiple tasks simultaneously, and effectively solve recruitment challenges in a fast-paced environment.

Aranya Consultancy - Human Resource Executive, Gurugram (Sept 2021 – April 2024)

- Proficient in utilizing various sourcing techniques such as job boards, networking events, and referrals to identify and attract top candidates.
- Skilled in conducting thorough candidate screenings, including resume reviews, phone interviews, and competency-based assessments, to evaluate qualifications, experience, and cultural fit.
- Proficient in behavioral and competency-based interviewing techniques to assess candidates' skills, experience, and potential cultural fit.
- Strong negotiation skills to facilitate offer discussions, manage salary negotiations, and secure successful placements.
- Developed and implemented HR strategies that improved employee retention.
- Led end-to-end recruitment processes, successfully filling multiple positions in given time frame across various departments.
- Designed and facilitated training programs that enhanced employee skills and engagement, resulting in increase in employee satisfaction scores.
- Conducted performance appraisals and provided guidance on career development, fostering a culture of continuous improvement.
- Managed employee relations issues and resolved conflicts through effective mediation and communication strategies.

EDUCATIONAL QUALIFICATION

- IGNOU, New Delhi
MBA (HRM) | 2025
- Maharshi Dayanand University, Rohtak
Bachelor of Science | 2021
- Sharda International School, Gurugram
Intermediate (+2) | CBSE 2018
- Shri Ram Sr. Sec. School, Gurugram
Matriculation | CBSE 2016

PERSONAL DETAILS

DOB : 20 January 2001
Languages Known : Hindi, English
Marital Status : Single

DECLARATION

I hereby declare all above information is correct and to the best of my knowledge.

Place:- Gurgaon

Date:-

Hitesh Yadav