

Aman.

Senior Human Resource Executive



2 Years 6 Months



(+91)
9306717307



aman.budhiraja01@
gmail.com



Profile Summary

As an HR professional i am responsible for coordinating, planning, and overseeing processes that are essential to organizations, such as recruiting staff and handling employee benefits.



Key skills

- Talent Acquisition
- Recruitment
- Non IT Recruitment
- Screening
- Shortlisting
- Sourcing
- Interview Coordination
- Job Posting
- Induction
- Onboarding
- Exit Formalities
- Joining Formalities
- Exit Interviews
- Employee Engagement



Personal Information

City **Gurugram**

Country **INDIA**



Languages

- English
- Hindi



Education

MBA/PGDM, 2022

Maharishi Dayanand University (MDU), Rohtak

BCA, 2018

Maharishi Dayanand University (MDU), Rohtak

12th, 2016

**Haryana,
English**

10th, 2014

**Haryana,
English**



Work Experience

Jun 2022 - Present

Senior Human Resource Executive

Bird world wide flight services

Handling entire recruitment cycle Sourcing, Screening, Short-listing profiles of candidates from job portals and social websites like LinkedIn, Naukri.com. Scheduling Interviews Conducting initial rounds of the recruitment process. Solid knowledge in full life cycle recruiting experience, which includes gathering and validating requirements, sourcing, screening, interviewing, salary negotiation, and closing of qualified technical professionals. Compensation, location/relocation information, work authorizations status, Notice Period, on boarding Candidates, Documentation. Releasing welcome mail for every new hire. Managing day-to-day HR activities. Preparation of weekly and monthly reports relating to interviews with the number of interviews happened. Handling the abscond cases

Dec 2021 - Jun 2022

Human Resource Executive

Securitas india Pvt Ltd

Introducing Employee Hand Book by making the new hire aware with HR Policies & Medical Health benefits. Providing EMP codes and ID cards, Business Cards, coordinating with Bank for opening of Salary Account. Offer Made and Candidates Joined Arranging monthly and festive celebrations to keep them motivated. Conducting formal and Informal sessions with employees on regular basis.