

Yamuna Vihar, Delhi-53

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SRISHTY

Dedicated professional eager to create and implement successful strategies to improve organizational efficiency. Adapt at utilizing data analysis to provide insights into HR initiatives. Strong communication and interpersonal skills and committed to pursuing best practices related to employee development and retention.

SKILLS

Talent Management

Candidate Pipeline MANAGEMENT

Compensation Analysis

Applicant Tracking System & HRMS

Candidate Tracking

Salary & Benefits Negotiations

Recruitment

Training Development

EXPERIENCE :

upGrad Abroad, Noida – Associate – Talent Acquisition

March 2024 – Present

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and interviews
- Assess candidate information, including resumes and contact details, using our HRMS
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

IndiaMART, Noida – HR Executive

SEPTEMBER 2021 – February 2024

- Created & drove Talent Acquisition and job placement strategies to attract diverse Candidates.
- Created Job postings on various job boards, social media sites and professional networks.
- Organized and conducted interviews with potential Candidates to evaluate their skills and qualifications.
- Analyzed the data from ATS to identify trends in recruiting performance.
- Communicated with the hiring managers to ensure that requirements are accurately communicated throughout the recruitment process.
- Coordinated onboarding activities for new hires including orientation

- programs and training sessions.
- Networked with potential candidates through professional organizations or alumni groups.
 - Provided guidance to the junior members of the team regarding policies and procedures.
 - Provided feedback on recruitment process improvements to key stakeholders.
 - Assessed current recruiting practices for effectiveness and recommended changes as needed.
 - Ensured compliance with local employment laws while sourcing candidates.
 - Built robust pipeline and diverse pool of candidates to meet current or future hiring needs.
 - Created and delivered HR Training sessions to staff, managers and executives

EDUCATION

Tecnia Institute of Advanced Studies, Delhi – MBA (HR, IT)

June 2018 - September 2020, Delhi

- Qualified MBA with HR as Major & IT as minor subject with an aggregate percentage of 85.1%.

Amity University, Noida – B.Sc. (Hons.) Medical Biotechnology

August 2014 - May 2018, Noida

- Qualified Graduation with an aggregate percentage of 64.8%.

ACHIEVEMENTS:

- Best Performer of the month (July' 23)
- Pillar of Success (Apr' 23)
- Pillar of Success (Apr' 22)

CERTIFICATIONS

- Certificate from AMITY SCHOOL OF CORPORATE COMMUNICATION (QUALIFIED IN COURSE OF ENGLISH & COMMUNICATION SKILLS)
- Certificate from AMITY SCHOOL OF FOREIGN LANGUAGE (FOR WORKING KNOWLEDGE OF THE LANGUAGE)
- Certificate from AMITY SCHOOL OF PSYCHOLOGY & APPLIED SCIENCES (FOR BEHAVIOURAL SCIENCE COURSE)

DECLARATION

I hereby declare that all the information given above are true to its words and hold authentic evidence for the same.

PLACE: NEW DELHI

DATED: 19/09/2024

