

Amanpreet Kaur

Laxmi-Nagar

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Professional Summary

A highly motivated and experienced HR professional with 2 years of experience in various HR functions including recruitment, employee relations, performance management. Proven track record in implementing HR strategies that improve organizational performance and employee satisfaction.

Professional Experience

[HR Recruiter and Team Leader]

Millennial Impact Services, [Delhi, Onsite]

Feb 2023– Present

Key Responsibility

- Managed the Full cycle recruiting Process from job Posting to Candidate Selection and Onboarding.
- Sourced, Screened, and Interviewed Candidates for a variety of positions.
- Using Job Portal Naukari, Shine, Job Hai, LinkedIn for Sourcing.
- Developed and implemented recruitment Processes, including job posting composing professional email.
- Worked on IT and NON-IT Profiles.
- Coordinate with team and hiring partner and clients, Manager.
- Lead the team of 5 People working under me, making daily schedule for meeting and sets the daily targets for the team.
- Work on executive level to Manager Level of profiles.
- Manage Recruitment Database and Tracking on Google Sheet and Excel.

Core Industry:[Retail, BPO, Automobile, Logistics, Insurance company, Pharmacy, Solar]
[Teleperformance, Lenskart, Tork Motors, Namma Swadeshi, D3 Logistics, Titan Eye Plus, Policy Bazar, Wellness Forever, Tanshiq Jewellers, Innisfree, Nicobar]

[HR Recruiter]

Betterment Quest Solution, [Delhi, Remote]

[August 2022] – [January 2022-January2023] 1 Year

Key Responsibility

- Source Candidates: Use job boards, social media, and events to find potential Candidates.
- Screen and Interview: Review applications, conduct interviews, and assess candidates.
- Enhance Candidate Experience: Ensure a positive experience for all applicants.
- Onboard Employee: Help new Candidate settle in and complete necessary paperwork.
- Data and Reporting: Keep records and report on recruitment activities.

Core Industry:[BPO, Logistic, Retail]

[Policy Bazar, Paisa Bazar, Zomato, Blinkit, Byju's]

Education

IMT UNIVERSITY Master in HR(Pursuing)

IGNOU Master of Political Science 2020-2022

DELHI UNIVERSITY Bachelor's of Arts 2017-2020

CBSE BOARD Senior Secondary School 2016-2017

CBSE BOARD Secondary School 2015-2016

Certifications

- [Star of the Week], [Millenial Impact Services], [August 2023]
 - [Performer of the Month], [Betterment Quest Solutions], [October 2022]
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Professional Affiliations

Habitat for Humanity [NSS] Delhi University

- Position: Volunteer Coordinator
 - Duration: January 2018 – December 2019
 - Description:
 - Partner with local environmental organizations.
 - Provide necessary supplies such as gloves, trash bags, and recycling bins.
 - Encourage participation through social media and campus bulletin boards.
 - Reward volunteers with certificates or small incentives.
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Technical Skills

- Advanced Excel Pivot Table, H-Lookup, V-lookup, Charts
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Google Sheets Email Composing
 - Data Management
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Skills

- Strong communication and people skills.
- Good at organizing and managing time.
- Familiar with recruitment software and social media tools.
- Experience in recruiting or HR, especially with students.

Languages

- English
- Hindi
- Punjabi

I hereby declare that all the facts given above are true and correct to the best of my knowledge.

Amanpreet Kaur