

## **Ashi Jain**

Present Address: Civitech Sampri Block G,

Sector 77 Noida Uttar Pradesh- 201304

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### **Objective:**

Dedicated and results-driven HR professional with 2.5 years of experience in talent acquisition and HR generalist functions. Seeking a challenging role where I can leverage my expertise in HR management, employee relations, talent acquisition, and compliance to contribute to an organization's success and foster a positive work environment.

### **Skills:**

- Talent Acquisition
- Lateral Hiring/Niche Hiring/Bulk hiring/Campus hiring/Passive hiring
- Recruitment strategy
- MIS reporting & Metrics dashboard
- Client Management
- Employee engagement
- Training & Development

### **Professional Experience:**

#### **HR Officer– Talent Acquisition**

##### **Jubilant Biosys Ltd Limited, Noida & Greater Noida | Sep 2022 – Present**

- Managed end-to-end recruitment processes, including manpower requisition, understanding job requirement, advertising the vacant position, candidate sourcing, screening, interview coordination, salary negotiation till offer closure.
- Successfully filled 100+ positions within pre-defined TAT with diversity focused approach.
- Responsible for the recruitment process & facilitated seamless pre-boarding and onboarding experiences for new hires.
- Handling Pre-boarding activities like Pre-employment Medical check up, Background Verification, notice-period buyout, relocation, travel, accommodation etc.
- Responsible for on-boarding activities like documentation of Personal Files & statutory forms, conducting Orientation sessions, HR induction, completing their IT formalities, ensure completion of required trainings, providing appointment letters, handing over to the department etc.

- Hand on experience on HRIS Software
- Responsible for successfully implementation of buddy-programs, TT bootcamp, New employees orientation program for new hires.
- Develop and implement recruitment strategies to attract top-tier candidates.
- Experience in Walk-in drives, Pool- campus hiring, bulk hiring etc.
- Responsible for managing the internal job posting & maintaining the referral database.
- Responsible for building relationships & empanelling with colleges, institutions & creating talent pool for campus hiring from tier 1 colleges.
- Building relationships with stakeholders, consultants and vendors.
- Build talent pipelines and database for current and future vacancies.
- Liaison with function heads to understand staffing needs, align recruitment efforts and influence on decisions pertaining to ongoing hiring and forecast future hiring needs.
- Responsible for creating monthly, quarterly recruitment analytics/metrics, budgets and dashboards.
- Helped in coordination of employee engagement activities.
- Responsible for preparing organogram on monthly basis.
- Taking care of HR agreements and collaborating with the vendors for the processes & monthly payments.

## HR Recruiter

### Righto Consultancy Services | April 2022 – Sep 2022

- Led Talent Acquisition efforts, executing end-to-end recruitment processes within defined TAT.
- Closing 120+ positions in a year with a diversified Source Mix.
- Handles IT Recruitment & NON-IT Recruitment.
- Developed and executed sourcing strategies, including job postings, social media, and direct sourcing.
- Conducted initial candidate screenings, interviews, and assessments to identify top talent.
- Source and screen candidates from various job portals & networking sites.
- Established and maintained relationships with external recruiting agencies and job boards.
- Collaborated with hiring managers to define job requirements and evaluate candidate fit.
- Negotiated job offers, managed pre-employment checks, and facilitated smooth onboarding processes.
- Create and post job descriptions & advertisements on multiple sites like LinkedIn, Naukri, Indeed etc.
- Evaluate skills and qualifications & schedule and facilitate interviews.
- Build client relationships and provide updates.  
Handled PAN India recruitment

## HR Officer- Recruitment

### Axa Parenterals Ltd | Feb 2021– March 2022

- Responsible for Full Recruitment Cycle
- Sourcing and Screening the candidates that match desired skills through Job Portals.
- Coordinating Job interviews with Managers

- Responsible for Mid-level to Senior level of recruitment for Manufacturing plant
- Plan recruitment activities for international positions for various regulatory markets of LATAM, CIS, Africa, SEA & ROW Markets.

### **Internships**

#### **I Energizer-Noida | 12 May 202 – 12 Jul-2020**

- Recruitment & Employee Engagement

### **Education:**

#### **Master of Business Administration (Human Resources & Marketing)**

**ABES-EC, Ghaziabad | 2019-2021 – 7.9 CGPA**

#### **Bachelor of Commerce**

**Graphic Era University | 2016–2019 75%**

**XII: Greenway Modern Sr. Secondary School: | 2016**

**X: Army Public School No.2 | 2014**

### **Personal Dossier:**

- Father's Name – Atul Jain
- Date of Birth – 08-Aug-1998
- Language known – English&Hindi
- Marital Status – Single
- Permanent Address- 46 Civil lines, Roorkee

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