



Rishu Mehta

HR Professional

To work for an organization which provides me the opportunity to utilize my skills from my previous experience and provide a platform to grow professionally and personally with the organization.

Contact

Phone

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Email

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Address

House no 148, Sector 45 Gurgaon

Education

2015-2018

Bachelor of Science

CDLU UNIVERSITY

2013-2015(12th)

Intermediate

C.B.S.E Board

Expertise

- Recruitment,
- Team handling
- Talent Management
- Onboarding and induction
- Employee Documentation
- Employee Engagement

Language

English

Hindi

Punjabi

Experience

Jan 2022 - Till Now

Calibehr Bussniess Support Pvt Ltd

HR Executive

- Spearheaded comprehensive candidate sourcing initiatives through diverse methods, including cold calling, networking, and strategic marketing techniques to secure new client business.
- Conducted thorough candidate screenings and meetings to discern their preferences and requirements for prospective roles.
- Collaborated with Staffing Consultants and sourcing partners to streamline recruitment processes and meet organizational requirements.
- Managed profile sourcing, initial screening, shortlisting, interview scheduling, and recruitment drives, ensuring a seamless process from candidate identification to feedback and successful onboarding.
- Partnered with hiring managers to assess staffing needs and provide tailored recruitment solutions.
- Led offer discussions, salary negotiations, and maintained comprehensive records throughout the recruitment life cycle, from initial contact to successful onboarding.

June 2018 to Oct 2020

SBI Cards

Branch Relationship Executive

- Successfully promoted and sold credit card products, demonstrating excellent sales techniques and product knowledge.
- Proactively identified and addressed customer demands and requirements, fostering positive client relationships.
- Resolved customer issues and complaints efficiently, ensuring a high level of customer satisfaction.
- Collected and analyzed mandatory information to assess client situations, contributing to informed decision-making processes.

Personal Qualities

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Quick learner and adaptable at understanding new techniques and procedures.
- Excellent communication and relationship management skills with the ability to relate to people at all levels.
- Optimistic and hard working.

Achievement

Hands-on experience in handling the entire gamut of HR functions having specialization from end to end.