

YASH ARORA

Seeking a challenging position in an organization where i can learn new skills expand my knowledge ,and leverage my learnings

ROHINI,
NEW DELHI
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EXPERIENCE

Senior Recruitment Coordinator , Trueblue,Gurugram (June 2022-Currently working)

- Posting Job Ads on indeed, LinkedIn, ZIP recruiter and other social platforms.
- Sourcing candidates on different platforms using different methods.
- Screening candidates by reviewing resumes and job applications.
- Moving candidates to different recruiting stages if they are cleared and qualified for next round.
- Performing reference checks as needed.
- Negotiating employment terms with candidate.
- Scheduling interviews with hiring managers.
- Generating and extending offer letter to candidates as per feedback.
- Managing employees detail (personal details, pay, job profile etc.)
- Managing the onboarding process of new employees.
- Follow up with employees regarding their timecards via calls and emails.
- Create report to validate work hours and cost centers.
- Adding employees review by their managers in smartsheet.

SKILLS

- Advance Excel
- Basic Computers
- Good communication
- Team Management

SOFTWARE SKILLS

- MS WORD
- MS POWERPOINT
- MS EXCEL
 1. LOOKUP REFERENCES
 2. Pivot Table Analysis

LANGUAGES

- Hindi
- English

EDUCATION

Institute of innovation in technology and management

Degree	University	Year	Percentage
BBA	GGSIU	2019-2022	76.560

NK Bagrodia public School

Degree	Percentage	Year	Board
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HIGHER SECONDARY	75.44	2019	CBSE
SECONDARY	79.8	2017	CBSE