

Meenakshi Juneja

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OBJECTIVE

Motivated and driven pan India operational recruiter with 3 plus years of experience finding high quality resources and on boarding them. Seeking a good position in reputed organization where I can contribute by efficiency by building a strong workforce for the desired company.

PROFESSIONAL SUMMARY

- HR Professional with two years of work experience in recruiting Operational, Actuarial, Financial and other Non IT professionals.
- Gained a solid background in Talent Management & generalist HR with focus on Talent Acquisition, Talent Development, Employee relationship & Business Ethics
- . • Understanding internal and client's position's requirements thoroughly then screening and shortlisting the candidates in accordance to the requirement.
- Conducting preliminary F2F and virtual interviews with candidates to ascertain their competencies, skills and aspirations (basic work, position, salary and relocation etc.)
- Conducting inductions & trainings
- Facilitated strong or long- term company and candidate relationships.
- Very particular in providing the right resumes addressing different requirements daily.
- Very good analytical and problem solving skills.
- Ability to prioritize tasks

AREAS OF EXPERTISE

Recruitment, Pan India Operations Recruitment, Financial and Actuarial Recruitment, Non-IT Recruitment, Salary Negotiation, Sourcing profiles, Screening, Interviewing Candidates, F2F interviews and Virtual Interviews

Portal Used: Naukri & LinkedIn

WORK EXPERIENCE

30th June,2022- Currently Working

HR Recruiter • Executive • Max Life Insurance Company

Accountable for the complete recruitment life cycle from requirement gathering, market research, business buy-in on hiring strategy, sourcing, determining candidate fit, offer management.

- Sourcing, screening, and shortlisting candidates through Portals (Naukri, LinkedIn) also head hunting and benchmarking to maintain the candidate pipeline.

- Established strong relationships with business leaders to forecast and determine current and future hiring needs while successfully developing proactive recruiting and sourcing strategies to meet those needs.
- Regularly connects with stakeholders on hiring demand, progress, and recommended process improvements to ensure there is minimal or no disruption to the business offering and client.
- Ensuring a great candidate experience by enabling business teams to follow best practices such as marked updated job descriptions and clear value proposition.
- Ensure to conduct HR Interviews, close salary negotiation by keeping budget adherence & forward them to release offers on time.
- Working on Hiring Trackers and maintain data.
- Worked On Job Postings on LinkedIn, Naukri, IJP's, Internal References, Direct Hiring from company's portal.

15th September,2020– 27th December,2021

HR Recruiter • Ambrosia Global

- Sourcing
- Screening Candidates
- Face to Face Interviews
- Walk In Drives
- Offer Generation
- Documentation
- On-Boarding

HR Recruiter (Intern) • BLK Kapoor Hospital

COMPUTER PROFICIENCY

- Platforms: Microsoft Windows (All Versions)
- Software: MS Word, MS Excel, MS Power Point.

ACADEMICS

- Bachelor of Education, GGSIPU- (2017-2019) 80%
- Bachelors of Business Administration- GGSIPU (2013-16) 74%
- Intermediate, BBPS Ganga Ram, CBSE, (2012- 13) 65%
- Matriculation, BBPS, CBSE, (2010-11) 6.8 CGPA

PERSONAL DETAILS

Date of Birth : 03rd July,1995

Linguistic Ability : English, Hindi, Punjabi

Marital Status : Unmarried

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief. I shall be liable for the consequences including termination of my employment or withdrawal of the offer of my employment.

Place: New Delhi

Meenakshi Juneja