

LAVEENA CHHABRA

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SUMMARY

Passionate HR Recruitment and Operations professional seeking dynamic opportunities to make a meaningful impact. Open to new challenges and ready to elevate organizational success through talent acquisition and streamlined operations.

WORK EXPERIENCE

RTS Manpower Solutions - HR Executive

March 2022- May 24

- Currently handling the end to end recruitment process for both IT profiles and Non IT profiles.
- Sourcing the best candidate for the role through job portals such as LinkedIn , Naukri etc.
- Scheduling the interviews of the short listed candidates both through telephonic and Face to Face level.
- Responsible in alignment and synchronization of expectation of the candidate and the company.
- Responsible in final discussion of the salary, designation , work location , time to join and the role in line with the company requirement and collecting and uploading the documents.
- Maintaining the database of the selected candidates.
- Coordinating with the different departments .
- Conducting the induction program for the new employees.
- Providing the training to the new employees.
- Taking care of the attendance management of the employees.
- Handling the grievances of the employees taking forward to the senior management .
- Planning and organizing the employee engagement activities for the employees.
- Handling all the exit process of the candidates.

Ad Astra Consultants - Consultant - Talent Acquisition

June 2024 - till Now

- Responsible for Handling external stakeholders.
- Responsible for client coordination.
- Handling the external hirings for the clients such as Perfetti Van Melle, S-CCI India , Pigeon India, Juniper Hotel , Cinapolis , Jubliant Food Works , Fab India.
- Have worked on various profiles of mid to senior level hirings such as store executive , Area Sales Manager, NPD - Product Strategic Planner, NPD- Deputy Manager , R2R/P2P/O2C, Manager Quantity Surveyor , Merchandiser Manager .

EDUCATION

Masters of Business Management

Nov 2020- July 2022

Guru Gobind Singh Indraprastha University

- Specialization in Human Resources and Operations

Bachelor of Business Administration

Aug 2017- Sep 22

Guru Gobind Singh Indraprastha University

- Specialization in General Management
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ADDITIONAL INFORMATION

- **Skills:** End to end Recruitment , Talent acquisition Sourcing/Screening , Scheduling Interviews , Conducting interviews , Salary negotiations , Offer generation , Onboarding , Joining formalities, Attendance management , Employee Engagements , Employee Grievance , Hr Coordination, HR Assistance , Exit Process , Exit Interviews, client coordination, handling external stakeholders.
- **Language** - English , Hindi (Fluent speaking and Writing)