
Shivani Kanojia

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Objective

Skilled in sourcing top talent, managing end-to-end hiring processes, and ensuring a seamless candidate experience. Experienced in collaborating with hiring managers and vendors to meet organizational needs efficiently. Committed to optimizing recruitment strategies and driving team success.

Experience

- Rebrand Gurus** 12/2022 - Till date
HR Executive
Recruitment and Coordination Specialist
Conducted end-to-end recruitment processes, including candidate sourcing, screening, and interviewing, Major hiring for IT & Non IT Candidates
Coordinated interviews and worked directly with candidates and hiring managers to ensure a seamless recruitment process.
Arranged travel and accommodation for outstation candidates, handling both domestic and international logistics.
Maintained regular follow-up correspondence with candidates via phone and email to update them on recruitment status.
Organized onsite written assessments and coordinated assessment logistics for candidates.
Tracked recruiting activities and provided detailed weekly reports on candidate status using systems like Hire and Workday.
Managed vendor and agency relationships, ensuring regular updates on recruitment activities and candidate status.
Developed and utilized recruiting tools, including skills assessments and assignments, to evaluate candidates effectively.
Arranged reimbursements for candidates traveling for interviews, including international and domestic cases.
Assisted in coordinating additional recruitment activities as needed.
Utilized HR systems effectively for leave management, attendance tracking, and shift scheduling, ensuring compliance with company policies
Enforced compliance with professional uniform and safety regulations among employees
Provided reception duties, counselling internal inquiries, and ensuring effective communication channels for company updates
Prepared monthly HR reports and actively participated in departmental meetings
Assisted in organizing employee meetings and events, including orientations and guest lectures
Collaborated with the general manager on policy development, recruitment, and termination processes
Dedicated and results-oriented HR Executive with a proven track record in recruitment, employee relations, and HR administration
- Times Internet** 6/2022 - 12/2022
HR Executive Intern
Specialized in talent acquisition, conducting technical and non-technical recruitment via LinkedIn, Naukri Portal, and Indeed
Managed attendance records and facilitated employee engagement activities
Proficient in Canvas for communication and data management
Conducted market research and analysis to identify strategic recruitment trends globally
Collaborated with cross-functional teams and provided project management support for strategic initiatives.
- Optho life Sciences** 8/2021 - 1/2022
Adminstration Executive Intern
Managed pan India data in Excel sheets, ensuring accuracy and accessibility
Analyzed monthly targets and vendor sales, providing insights for strategic decisions
Updated invoices using MCC software, ensuring timely and accurate entries
Oversaw MIS tasks and monitor payment statuses for efficient financial management
Seeking a challenging role where I can utilize my skills in data management, excel proficiency, vendor sales analysis, invoice processing, and MIS management to contribute effectively to organizational success.

Education

- CCSU** 2021
BBA
7.2

Skills

- Effective communication and collaboration skills Recruitment and interview scheduling Vendor management Presentation skills Proficiency in Canva Social media platforms Familiarity with updating LinkedIn accounts Experience in organizing campus placement drive Benefits Administration

Achievements & Awards

- HRCI Human Resource Associate by HRCI on Coursera Certificate earned at October 2, 2024 Employee of the Month Recognition.

Languages

- English