

Kumari Akriti

Senior Hr Recruiter

As a Senior Hr Recruiter, my passion lies in identifying and securing the best talent for organizations. With around 2 years of experience in recruitment, I have developed expertise in sourcing, screening, interviewing, and onboarding top candidates across a variety of industries. My approach to recruitment is strategic, proactive, and results-oriented.

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☎ 08709200258

📍 Sector 18, Gurgaon, India

WORK EXPERIENCE

Senior HR Recruiter Bayleaf Hr solutions

02/2024 - Present

Gurugram

Responsibilities

- Client Management – Getting new job requisitions, maintaining cordial relationship and delivering client requirements on time.
- Sourced & Screened Potential candidates for permanent positions of NBFC's.
- Updated database to maintain detailed records of correspondence/ actions with both client & candidates.
- Major focus on closing mandates & building candidate pools for current & future requirements.
- Scheduling interviews . Posted job descriptions utilizing various job sites –Naukri & LinkedIn.
- Responsible for Leadership Hiring – Handled positions like Sales Manager ,Relationship Manager, Premium Acquisition Manager, Elite RM, Cluster Sales Manager, Aspire RM ,PCARM etc.

HR Executive

Tophawkas Marketing Solutions

08/2022 - 02/2024

Responsibilities

- Worked As HR Executive inTophawks Marketing Solutions which is a consultancy firm mainly hires candidates for Clients Byjus, Unicorn majorly hiring for Non -IT Recruitment ,Profiles like - Project Manager ,BDE,Sales Executive,Client Coordinator.

EDUCATION

◆ MASTERS IN BUSINESS ADMINISTRATION

St.Andrews institute of technology & management| MDU

2024 - 2026

◆ BACHELORS IN COMPUTER APPLICATION

St. Andrews Institute Of Technology & Management | MDU

2021 - 2024

SKILLS

Team management

End to End Recruitment

NON-IT Recruitment

Talent Acquisition

NBFC Recruitment

BFSI Recruitment

Client Coordination

MS Word Office

ACHIEVEMENTS

- Participated in Seminars, Debate, Speech and Quiz competitions
- Well certified in Customer Relationship Management
- Held a perfect Attendance Record

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Travelling

Volunteering

Exploring New Things