

Manjot Kaur

HR Executive

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PROFILE

Eager to contribute my expertise as an HR Executive, driven by a commitment to match top-tier professionals with the company's dynamic needs. Excited to leverage strategic sourcing, collaborative team coordination, and comprehensive data management to enhance the processes and foster organizational growth.

PROFESSIONAL EXPERIENCE

Regrob Infrastructure Pvt. Ltd.
HR Executive

12/2022 – Present
Noida, India

- Facilitated Non-IT recruitment through sourcing, screening, interviews, and onboarding coordination.
- Sourcing resumes through different portals like Naukri, LinkedIn, Shine.com, Internshala, internal references etc.
- Involved in completion of all documentation related to joining formalities.
- Handling Biometric Attendance data.
- Maintaining monthly MIS report and manage applications throughout various stages of the hiring process in time.
- Taking care of induction, employee benefits, Hr management, Hr policies.

RMW Consultancy - INDIA
HR Recruiter

09/2022 – 12/2022
Noida, India

- Parsing, Screening and Shortlisting resumes
- Coordinating with candidates and team.
- Scheduling meetings/interviews.
- Executed talent sourcing via LinkedIn, Naukri, and other portals
- Utilized Microsoft 365 (Excel, PowerPoint, Word)

EDUCATION

Masters in Business Administration (Hr & Finance)
GGSIPU

04/2021 – 05/2023

Bachelors of Commerce(H)
Delhi University

06/2017 – 07/2020

SKILLS

- Communication Skills
- Negotiation Skills
- Critical Thinking
- Analytical Approach
- Time management



LANGUAGES

English



Hindi

INTERESTS

Music | Travel