

Tripti Madaan

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Astute and exceptionally dedicated HR Executive equipped with solid commitment to provide high-quality support to the management for consistent growth and development of human resources of diverse companies.

WORK EXPERIENCE

Tech Mahindra

02/23- Present

Designation- HR Business Coordinator

- Source potential candidates from various online channels.
- Managing end-to-end hiring and onboarding formalities.
- Advertise job openings on the company's careers page, social media, job boards and internally.
- Being actively involved in recruitment by preparing job descriptions, posting ads & managing the hiring process.
- Collaborate with managers to identify future hiring needs.
- Hosting pre-hire onboarding sessions.
- Follow-up with the respective hires for the collection of the required documents.

Metier Headway Consulting Pvt Ltd- Delhi

12/2021- 02/23

Designation- HR Executive

- Perform Pre-Screening calls to analyze applicants' abilities.
- Craft and Send personalized recruiting emails with current job openings to passive candidates.
- Manage full cycle recruitment, from identifying potential hires to interviewing and evaluating candidates.
- Administer the onboarding process of newly hired employees by initiating first-day orientations to acquaint them with the company's operational procedures and policies.
- Build and maintain strategic partnership with the client through an extensive and detailed understanding of the client's business, strategic direction, processes, and policies.
- Maintain a talent pipeline that aligns with the client's needs and output requirement
- Screen candidates by reviewing resumes and job applications, and performing phone screenings.
- Prepare and maintain various reports like Tracker Sheet, requirements and offered reports to be sent to top Management.
- Demonstrate the ability to identify customer's needs and to deliver, decline, or adjust expectations.
- Interact with Prospective Clients and turn them into revenues of Business.

EDUCATION

Jims Engineering Management Technical Campus – Greater Noida, Uttar Pradesh

Bachelor of Commerce (Honors.) – 2021 ~ 81.9%

PROFESSIONAL SKILLS

- Mastery of Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets, Slides).
- Comfortable working in Microsoft Windows 10.
- Excellent communication skills with a focus on team-building and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.

VOLUNTEER EXPERIENCE

Guzarish- Books for All, Delhi, Subhash

Nagar, Delhi Non-Profit Organization

- Helped in making Mathematics Sample Papers Booklet for class X.

Team Everest-NGO

- Helped in Curriculum Writing for 10 Sessions.
- Made a Handbook for Class 6-9 Students for helping them learn new things.

Enactus Jemtec- Non profit organization

Content Writer

- Helped in Making write ups on Society Oriented Subjects.
- Managed their Instagram Page.
- Attended Conference Call with Enactus Global.

Achievements

- Cybercrime Awareness quiz with full score.
- Economics quiz.
- Attended a discussion on Section 66A Act.
- Discussion on Posh Act.
- MySQL Quiz.
- Quiz on foundation of computer science.
- Commquiz.
- Webinar on Freedom of speech and fake news.
- Participated in NSS Creative Writing Competition.
- The Ayush sanjivini quiz.
- The Ganges quiz.
- Ek Bharat Shrestha Bharat quiz.
- Round table discussion on Digital Entrepreneurship.
- Yoga Awareness Quiz

LANGUAGE COMPETENCIES

- English: native language