

Govinda

C-18, Gali no -5, Harphool vihar (Jai Vihar Phase-3) Najafgarh New Delhi - 110043.

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Work Experience

Senior Technician | TATA Power-DDL Team Member-HR Talent Acquisition

December 2022 - Present

- Spearheaded end-to-end talent acquisition processes, ensuring the acquisition of top-tier candidates for organizational success.
- Led diversity and inclusion initiatives to create a more inclusive recruitment environment.
- Successfully implemented robust background verification processes, ensuring compliance and maintaining the integrity of the hiring process.

Technician | TATA Power-DDL

Customer Support Officer - Commercial Department

October 2019 to December 2022 (3 year, 2 months)

- Commercial Department, WRVP Desk, Documents Checking regarding New Electricity Connection (Domestic & Non-Domestic Consumers), Locational Intelligence, Property Papers Knowledge, Site Inspection For Technical Feasibility, SAP Knowledge Regarding Issuing Demand Note, GIS System, Knowledge of Pole Mapping, Digitalisation, Project Member to Digitalised issuing Demand Note in single day for New Connection, DERC Guidelines.

Skills & Specialization

- HR-Talent Acquisition,
- Sourcing CV
- Campus Hiring
- Interview Coordination
- Joining Formalities
- Negotiation
- Conducting Online Examination
- Specially-Abled Hiring
- Event Management
- SAP
- Onboarding
- Lateral Hiring
- Background Verification
- IT Hiring Drive
- Maintaining Separation files data
- Digitalization
- Virtual Interview Coordination
- Maintaining Interview Assessment Sheets
- Making Generic approval notes(GAP)
- Issuing Relieving & Service Letters
- Making Offer Letters
- Hiring Business Associates & Consultant's
- MIS
- Following Daily Work Management System (DWMS)
- Social media management
- Hiring from BA employees & Employee Wards & Employee Spouse Scheme
- Making Internal Job Posting (IJP)
- Superannuation mail making
- 6's Champion.

Education

MBA-HRM | 2023-2025- Distance learning

Indira Gandhi National Open University | (Pursuing)

Bachelor of Arts. | 2019-2022- Distance learning

School of Open Learning (DU SOL), University of Delhi | 53%

ITI | 2017-2019- Regular

Govt. I.T.I Mangolpuri, New Delhi | 76%

12th | 2016-2017- Regular

Science | 53%

10th | 2013-2014- Regular

Science | 76%