

Harshit Joshi

“ Motivated HR Professional with a comprehensive background in human resources known for effectively managing HR operations “

Haldwani
Uttarakhand
9760189654
DOB - 19.02.1997
joshiharshit291@gmail.com

EXPERIENCE

SRF Ltd, Gurugram — HR Associate (3rd party payroll)

June 2023 - August 2024

- Formulated successful sourcing strategies including referral generation, & the Naukri portal.
- Screening of resumes, taking HR rounds with candidates shortlisted after the screening process on telephonic calls and conducting interviews of candidates.
- Making offer letters.
- Handling IT as well as non-IT recruitments.
- Worked on ATS.
- Employee engagement programs.
- Draft SOPs of sports events organized throughout the ARC calendar in a standard format.
- Provided E-learning per training needs shared by the employee or their managers.
- Launching aptitude tests & psychological tests through mett & SHL, uploading reports in the company's HRMS.
- Coordinating with vendors for officers' welcome kits.

Ester Industries, Hyderabad — HR Executive

July 2021 - May 2023

- Formulated successful sourcing strategies including referral generation, ad placement, and LinkedIn & Naukri portal position postings.
- Screening of resumes, taking HR rounds with candidates shortlisted after the screening process on telephonic calls and conducting interviews of candidates.
- Salary negotiation & making offer letters.
- Joining, Induction & explaining company policies to new joiners & exit formalities.
- Collecting Training needs of employees from their respective managers for every financial year, making a training calendar, preparing the budget & implementing all training programs.

SKILLS

Employee relations.
Communication.
Recruitment.

CERTIFICATIONS

Fundamentals of Digital Marketing from Google courses.

Agile for HR from Udemy.

Microsoft Powerpoint 2016 2019 365 masterclass from Udemy.

LANGUAGES

Hindi, English

- Organizing training programs and checking their effectiveness.
- Effectively resolved all employee relations issues and addressed concerns.
- CSR activities – collecting requests, making proposals, surveys, preparing budgets, billing of CSR activities as per guidelines & finally monitoring.
- Making SOP & its implementation.
- Leave Management, preparing & Sharing Monthly Payroll data with the Head office.

EDUCATION

Faculty of Management Studies, Bhimtal — MBA (HR & Marketing)

July 2019 - Jan 2021

MBPG College, Haldwani — BSc. (ZBC)

July 2015 - June 2018

DAV Centenary Public School, Haldwani — 12th (PCB)

April 2014 - April 2015

DAV Centenary Public School, Haldwani — 10th

April 2012 - April 2013