

# Varsha Choudhary

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## PROFESSIONAL SUMMARY

As an HR professional, I am dedicated to fostering a positive and inclusive workplace culture through effective talent acquisition, employee development, and organizational compliance, all while ensuring alignment with the company's strategic goals.

## EXPERIENCE

### RTS Manpower - HR Executive

05/2022 - Current

- Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers.
- Hands on experience in end-to-end recruitment for Mid/Senior/Leadership level of hiring and Background verification.
- Manage and maintain employee records, including personal information, employment contracts, and performance evaluations.
- Demonstrated experience using ATS (Applicant Tracking System) software to manage the recruitment process.
- Maintaining attendance of the employees.
- Manage employees' grievances.
- Conducting in-depth employee assessments to determine the training required for efficient operations and Assisting with drafting job descriptions or updating job postings on job portals like Naukri and linkedin.
- Manage both internal and external hiring to attract and acquire top talent for the organization.
- Conduct face to face interviews with candidates to assess their qualifications, Skills, and suitability for the position
- Effectively managed client communication, expectations, and tasks to ensure successful project delivery and client satisfaction.
- Assist in the development and implementation of HR Policies, procedures, and guidelines.

### Standards Services- Team Leader (HR)

(11/2021-05/2022)

- HR professional responsible for implementing full life cycle of recruitment from sourcing, pre-screening, interviewing, presenting and closing offers.
- Manage employees' attendance.
- Provide mentorship and guidance to team members, fostering professional development and growth.
- Acted as a liaison between upper management and HR team, ensuring alignment of goals and objectives.

## SKILLS

- End to End recruitment
- Coordination
- HR processes & systems
- Recruitment methodologies
- Relationship Building
- Training
- Onboarding
- Interviewing And Selection Techniques
- Documentation
- Negotiation And Offer Management
- Background verification
- Exit formalities

## PERSONAL SKILLS

- Competitive
- Hardworking
- Energetic
- Time management
- Decision making
- Attention to detail
- Excellent communicator
- Tactful & articulate
- Problem solving
- Quick thinking
- Team player
- Conflict resolution
- Integrity

## EDUCATION

### NMIMS

MBA (HR) –2024

### University Of Delhi

BA (P)- 2019

- Implemented performance management strategies to drive employee engagement and productivity.
- Facilitated recruitment and onboarding processes, ensuring smooth integration of new hires into the team.
- Lead HR meetings and discussions to address challenges, resolve conflicts, and promote collaboration.
- Conducted regular performance evaluations and provided constructive feedback to team members.
- Ensured compliance with HR policies, procedures, and legal regulations.

**Kendriya Vidyalaya**

Higher Education-2016