



ARCHITA MITTAL

Citizenship

Indian

Contact Details

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Skype ID

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Age: 30

HR Software

Employwise
Whizible
GreytHR (HR Portal)

HR Recruitment Tools

Workable
Slack
Indeed
Naukri
LinkedIn Recruiter

Internet Connection

Broadband
View speed test results

Native/ Non-Native

English Speaking-
Intermediate

Accent

Neutral

OBJECTIVE

With 5.3 years of experience as an HR Manager, Talent Acquisition Specialist, and HR Coordinator, I bring a strong focus on enhancing organizational growth through effective recruiting and operational procedures. My expertise spans end-to-end recruitment, new hire orientation, onboarding, and the development of streamlined HR operations that support employee retention and productivity. Known for proactively leveraging professional networks to source top talent, I also excel in creating efficient operational workflows that align with the company's strategic goals. Recognized for my interpersonal, communication, and leadership skills, I am committed to staying at the forefront of HR best practices and ensuring that my dedication and expertise drives a positive and high-performing workplace culture.

EDUCATION AND CERTIFICATION

- **SVKM's Narsee Monjee Institute of Management Studies, Mumbai**
MBA (August 2018 to July 2020)
Specialization: Human Resource Management (HRM)
- **Dr. BR Ambedkar University, Agra**
St. Johns College, Agra
BBA (August 2015 to June 2018)
- **HR Analytics- Analytics in Talent Management from Udemy**
(October 2020)
- **St. PATRICK'S JUNIOR COLLEGE, AGRA**
ISC BOARD
INTERMEDIATE (April 2014-March 2015)
- **St. PATRICK'S JUNIOR COLLEGE, AGRA**
ICSE BOARD
HIGH SCHOOL (April 2012-March 2013)

WORK EXPERIENCE



WOMAN'S PLAZA (BACHOOMAL GLOBAL 1985)

HR MANAGER

AUGUST 2023- OCTOBER 2024

➤ **Key Result Areas:**

- Create and publish job posts on platforms like Indeed and LinkedIn to attract candidates for in-store and office roles.
- Oversee operations of three Woman's Plaza stores- one in Jaipur and two in Agra (Nehru Nagar & Sadar Bazar).
- Manage the full recruitment cycle, from sourcing and interviews to onboarding new employees.
- Streamline store operations by coordinating staff schedules, inventory management and customer service initiatives.
- Develop and implement HR strategies aligned with business goals while ensuring legal compliance.
- Support store managers and employees with HR policies, performance management and conflict resolution.
- Stay abreast of HR trends and best practices and propose enhancements to processes and updates to policies.



EXCEL IT (XLIT CONSULTING)

TALENT ACQUISITION SPECIALIST

FEBUARY 2023-JULY 2023

➤ **Key Result Areas:**

- Coordinate with hiring managers to identify staffing needs.
- Set selection criteria based on role specifications.
- Explore potential candidates via online platforms like Naukri and LinkedIn.
- Plan interview and selection procedures, encompassing screening calls, assessments, and face-to-face meetings.
- Foster enduring relationships with prior applicants and potential candidates.



**WOLVES By UPGRAD
RECRUITMENT CONSULTANT
AUGUST 2022-DECEMBER 2022**

➤ **Key Result Areas:**

- Engaged with clients to understand candidate requirements and hiring criteria.
- Posted job ads on social media, career pages and online job portals.
- Screened resumes conducted interviews and prepared candidates for client submissions.
- Sourced and engaged passive candidates through platforms like LinkedIn and Naukri.
- Managed client portfolios built strong relationships and provided regular hiring updates.
- Maintained detailed applicant records, including interview evaluations and assignments.



**ALL E TECHNOLOGIES, GOLD CERTIFIED PARTNER TO MICROSOFT
HR COORDINATOR
FEBRUARY 2021-JULY 2022**

➤ **Key Result Areas:**

- Managed technical trainees, overseeing HR tasks like attendance and onboarding support.
- Shortlisted and screened candidates for various roles, scheduled interviews for positions such as Technical Trainee, Software Consultant, Navision Technical, Navision Functional, Business Central, CRM Technical, CRM Functional, Digital Marketing & Analyst, and Functional Consultants (CA Freshers)
- Shortlisted and screened candidates for various roles, scheduling interviews across multiple.
- Handled HR operations, updating employee records in Employwise (HR Software) and manage Whizible (Integrated Project Portfolio Management Software) access.
- Addressed employee queries on salary, benefits, and leave balance.
- Conducted employee engagement activities, creating and sharing presentations for milestones and special occasions.



**AMS COMTEL BPMS PRIVATE LIMITED ETISALAT
(TELECOMMUNICATION COMPANY)
HR RECRUITER
JANUARY 2020-JANUARY 2021**

➤ **Key Result Areas:**

- Sourced and screened candidates from job portals like Naukri and other recruitment channels.
- Conducted interviews to assess work history, skills, and qualifications, recommending suitable candidates.
- Coordinated with the Team Leader and members to achieve hiring goals and team objectives.
- Reviewed applications to ensure alignment with job requirements and referred candidates to managers.
- Maintained professional relationships with staff and oversaw documentation for billing requirements.



**HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED (INTERNSHIP)
HR INTERN
JULY 2019-DECEMBER 2019**

➤ **Key Result Areas:**

- Managed screening, scheduling, and shortlisting of candidates conducting chat and call interviews on Microsoft Teams.
- Prepared and released offer letters, maintaining records in Google Drive.
- Conducted inductions, coordinated HR activities, and managed attendance and leave records.
- Oversaw quality control processes and managed exit formalities.
- Regularly contacted 80-100 candidates to enroll them in the TechBee and B.Tech Training Programs.

SKILLS & ABILITIES

- Adept at using MS Teams, Google Meet, Zoom, Skype and MS Office Suite (MS Excel, MS Word, MS PowerPoint & MS Outlook)
- Basic Canva proficiency
- Knowledge of Internet Research and Recruitment tools