

Summary

I am an HR Executive with 1 year of experience in recruitment, employee engagement, and HR operations. I possess strong skills in onboarding, documentation, and supporting organizational processes to improve workforce efficiency and employee satisfaction. I am passionate about creating a positive workplace culture and contributing to the overall growth of the organization.

Experience

Omraj Autotech

HR (July 2025 - Present)

- Responsible for posting job vacancies on the WorkIndia platform and managing the entire hiring process through it.
- Coordinating with two external recruitment consultancies to meet the company's staffing requirements.
- Preparing, verifying, and managing employee salaries to ensure accuracy and timely payment.
- Maintaining positive employee relations by addressing grievances, resolving workplace issues, and ensuring a healthy work environment.
- Handling and processing Travel Allowance (TA) and Dearness Allowance (DA) bills, ensuring process through it.

Talent Ghar Business Service

HR Recruiter (Aug 2024 - Jan 2025)

- Responsible to post job openings in Naukri.com, Job hai , Apna , indeed, linkedin, platforms seeking highly motivated and skilled candidate.
- Screened Approx 300 Candidates resumes for Multiple positions and short listed 100/300 which best suits the profiles.
- Coordinate with candidate and interviewer panel to scheduled interviews (Telephonic and in person).
- Closed the end-to-end process by ensuring offer latter has been rolled out by company to the selected candidate.

Talent Ghar Business Service

HR Internship (May 2024 - July 2024)

- Assisting in recruitment process, including job postings resume screening, and initial candidate outreach.
- Conducting pre-screening interviews to assess candidate's qualifications and cultural fit.
- Coordinating and scheduling interviews between candidate's and hiring managers
- Engaging with potential candidates through LinkedIn, job portals, and social media.
- Assisting in salary negotiations and offer rollouts under the guidance of senior recruiters.

Education

- **Dr. Ram Manohar Lohiya Avadh University**
Master of Business Administration 2025
- **Dr. Ram Manohar Lohiya Avadh University**
Bachelor of Business Administration 2023
- **Maharishi Vidya Mandir Sultanpur U.P**
Intermediate 2020

Skills

Leadership

Interpersonal and social skill

Communication

Problem Solving

Teamwork and collaboration

Stakeholder Management