





PRIYA JHA

HUMAN RESOURCE EXECUTIVE

CONTACT

 7489358526
 Priyajha1223@gmail.com
 linkedin.com/in/priyajha
 LIG Colony , Indore

PROFILE

To obtain a challenging position in an organization and to acquire deep experience and knowledge in HR and a dedicated, well-qualified, result-oriented Talent Acquisition Executive with more than 2+ Years of experience in end-to-end recruitment and sourcing, performance management, employee engagement, & closing candidates with IT recruitment, along with interpersonal skills.

SKILLS

Employee engagement & welfare
Recruitment & Talent Acquisition
Payroll Management
HR Operations
Onboarding

WORK EXPERIENCE

SGS Technical Services Pvt Ltd, Indore

Talent Acquisition Executive

March 2023 - November 2023

- Working on the end-to-end recruitment process and open IT & Non-IT Positions.
- Screening and sourcing candidates through various channels job portals, social media, references, databases, etc for open positions and handling the complete cycle of recruitment.
- Screening and shortlisting the candidates as per the client role recruitment.
- Scheduling f2f interviews with client companies and coordinating with all the shortlisted candidates
- Regular follow-ups on the interview process and joining status.
- Maintain daily tracker sheet and upload the candidate's database in ATS.

EDUCATION

SAM College of Management

Master's of Business Administrator (HR)

2019- 2021

Bhopal

St Mary's PG College

Bachelor's of Computer Application (CS)

2017- 2019

Vidisha

HR BIZ HUB, Indore

November 2021 - February 2023

Human Resources Executive

- Handling general HR functions like sourcing, screening, selection, and onboarding.
- HR operations like employee database and MIS reports, payroll management, handling induction and exit process.
- Conducting induction of new joiners and joining formalities of the candidates.
- Handling attendance and leave records and employee documents.
- Communicating and explaining the organization's HR policies to the new employees.

ProfCess (Internship), Bhopal

July 2021 - September 2021

Technical Recruiter

- Research identify & quality candidates for Open IT positions.
- Screening and shortlisting the candidates as per the client role recruitment.
- Conducting induction of new joiners and joining formalities of the candidates.

LANGUAGES

English

Hindi

Skills worked for: Frontend technologies, Java technologies, Full-stack technologies, Backend technologies, React.js ReactNative, Bigdata, Ruby on Rails, Android Position, QA, Angular developer, Node.js, HR Executive, IT Sales Manager, BDE, etc.

Recruitment sources: LinkedIn, Naukri.com, Hrist, Indeed, Apnajobs, Instahire & references, etc.