

Aakanksha Rauthan

Dehradun, Uttarakhand

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Willing to relocate: Anywhere

Personal Details

Birth Date: 1989-09-08

Industry: Management

Work Experience

HR Recruiter

Xirgosoft-India

May 2020 to January 2024

Research and reach out to potential candidates through social media, job boards and networking events. Interview candidates. Make recommendations to hiring managers. Work with HR and other recruiters to develop and implement a recruiting strategy.

SR.HR Manager

Xirgosoft-India

May 2020 to January 2024

Research and reach out to potential candidates through social media, job boards and networking events. Interview candidates. Make recommendations to hiring managers. Work with HR and other recruiters to develop and implement a recruiting strategy.

HR Recruiter

Quess Corp Limited-India

August 2019 to April 2020

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits.

HR Executive

Naukrizone Management Services-Chandigarh, Chandigarh

July 2014 to April 2018

- Managing recruitment processes, including resume screening, scheduling interviews, and conducting background checks
- Maintaining employee records and updating HR databases
- Managing employee benefits and compensation packages
- Conducting performance evaluations and providing feedback to employees
- Addressing employee relations issues and resolving conflicts
- Ensuring compliance with labor laws and regulations
- Preparing and presenting HR-related reports to management
- Managing employee separation processes

Education

Master's degree in Human Resources

Uttarakhand Technical University - India

June 2012 to August 2014

BBA

J.V.Women's university - Jaipur, Rajasthan

2012

NIOS - Delhi, Delhi

2009

CBSE

St.Ann's Senior Secondary School

2007

Skills

- Human resources
- Recruiting
- Communication skills
- HR sourcing
- Human resources management
- Talent acquisition
- Training & development

Languages

- English - Fluent
- Hindi - Fluent