



Priyal Parashar

Senior HR Executive and Recruiter

PROFILE SUMMARY

Bringing over 3.5 years of HR recruiting and operations experience, I have demonstrated expertise in sourcing, screening, and placing top talent across diverse industries. Proficient in end-to-end recruitment, from crafting job descriptions to conducting interviews, I excel in optimizing organizational processes and managing HR operations. My commitment to sourcing high-caliber candidates and refining recruitment strategies consistently delivers impactful results. Dedicated to driving continuous improvement in talent acquisition, I am poised to contribute significantly to organizational success.

PERSONAL INFORMATION

Email
priyalparashargwl2371@gmail.com

Mobile
(+91) 9315834604

Total work experience
3 Years 5 Months

Portal Used

LinkedIn | LinkedIn Recruiter | Naukri |
Hirist | Monster | Shine | Indeed |

Computer SKILLS

Microsoft Office

Advanced Excel

Outlook

MS Office Word

PowerPoint

Coding Languages:

(HTML, VB Script, C++, JAVA, JAVA Script)

KEY SKILLS

Human Resource Management

End – End Recruitment

Team Handling/Team Leading

Background Verification Induction

Employee Onboarding Employee

Grievances

Staffing Services Leadership

Hiring Talent Acquisition Non-

NON-IT / IT Recruitment

WORK EXPERIENCE

**May 2024 –
till date**

Senior Executive HRD

Pearl Global Industries Ltd.

- Generated and finalized offers for potential candidates, ensuring accurate reflection of all terms and conditions.
- Conducted background verification processes to ensure compliance and mitigate potential risks.
- Facilitated smooth induction processes for new employees, ensuring a positive onboarding experience.
- Negotiated terms of employment agreements with candidates, aiming for mutually beneficial outcomes.
- Provided end-to-end HR solutions to effectively manage the employee life cycle, resulting in improved employee satisfaction and retention.

Achievements: -

- ✓ **Performance Improvement Plans (PIPs):** Managed underperformers and improved outcomes by 30%.
- ✓ **Hire to Retire:** Oversaw complete employee lifecycle for 700+ employees in corporate office.
- ✓ **Workforce Planning:** Utilized data for staffing forecasts; improved alignment by 25%. Conducted organization across reviews.
- ✓ **Stakeholder Management:** Managed senior leadership relationships; Held quarterly and annual review meetings.
- ✓ **Strategic HR, Internal Communication, Employee Relations:** Implemented HR strategies and policies; improved relations metrics by 20%. Conducted quarterly and annual strategy reviews.
- ✓ **Policy Formulation and Implementation:** Developed and implemented HR policies and compliance. Reviewed policies quarterly and annually.
- ✓ **Compensation & Benefits:** Developed competitive compensation strategies; improved satisfaction by 20%.

Education

Bachelors of Economics
| Jiwaji University Gwalior |
2017 - 2020

XII – Passed, Maths **(2017)**

X - Passed **(2015)**

Other Details:

Nationality - Indian
Marital Status – Single
Preferred Location – Gurgaon
Gender - Female

June 2023 – May 2024

HR Executive and Recruiter

Rick and Header services Pvt. Ltd.

Working with hiring manager on recruitment plannings, end to end recruitment, non-it recruitment, Vendor Management, Client Handling Team Handling, employees' grievances, salary negotiation, delivery management, HR Operations, onboarding and FNF formalities etc.

Employer Branding: Managed social media branding, growing LinkedIn network. Coordinated with marketing for content on Instagram, Google, Glassdoor, Twitter, Facebook, and LinkedIn, enhancing brand visibility.

HR Budgeting & Audit: Allocated and monitored HR budgets. Conducted reviews of HR processes, ensuring 100% compliance with statutory requirements.

Recruitment & Talent Acquisition: Led end-to-end recruitment for IT and non-IT roles. Managed relationships with 10+ recruitment clients and negotiated annual contracts with clients and major job portals.

Dec 2021 – May 2023

HR Executive

Talent Squad

I aim to contribute to organizational success through strategic talent acquisition while ensuring smooth business operations. My results-driven approach, keen market insight, and commitment to excellence position me as a valuable asset capable of driving positive change and achieving sustainable growth."

Apr 2020 - Aug 2021

INTERNSHIP

Talent Acquisition Executive

Getwork (Internship)

Freelancing

Sr. Teacher (7th -10th grades)
Pathshala Coaching Centre