






HINA PUROHIT

HUMAN RESOURCE EXECUTIVE

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 Ahmedabad, Gujarat

SKILLS

- Recruitment
- Interpersonal Communication
- Creative Thinking
- Problem Solving
- Public speaking
- Decision Making
- MS Office
- Canva

LANGUAGES

- English
- Hindi
- Gujarati

PROFILE SUMMARY

Human Resource Professional with 2 years of experience concentrating in IT Recruitment. Proven track record of successfully managing end-to-end recruitment processes, cultivating strong employee relationships, and implementing strategic HR initiatives. Capable of recruiting, screening, and hiring top-tier employees in IT while adhering to corporate policies and industry laws.

WORK EXPERIENCE

9series Solutions Pvt Ltd - HR Recruiter

May 2023 - Present

- Handle end-to-end recruitment process.
- Generating and managing reports of the employee's leave by Keka.
- Involved in employee engagement activities.
- Giving office tours to the newly hired employees.
- Preparing and distributing onboarding welcome gifts.
- Involved in creating an onboarding process.
- Setting data in Keka HRMS system.
- Involved in the process of employees introduced to management, and their team.
- Identifying more creative ideas for employee engagement and onboarding process.

It Path Solutions Pvt Ltd | Associate People Management

October 2022 - April 2023

- Handle end to end recruitment cycle
- Prepare and update job descriptions and job specifications and then provide it for approval to PTA
- Sourcing potential candidates from various online channels
- Craft recruiting emails to attract passive candidates
- Advertise job openings on social media, job boards and internally
- Handle all the joining formalities of new joiners
- Conduct inductions and hand over the candidate to team leader

Job In Gujarat | HR Recruiter

January 2022 - September 2022

- Scrutinize Resume and Take first round of interview and Select candidate for next round
- Scheduling Interview candidates (via phone, video and in-person)
- Hiring through LinkedIn and Portals
- Salary Negotiation with the candidates
- Coordinator through Emails

EDUCATION

Bachelor of Computer Applications (BCA)

Bhakt Kavi Narsinh Mehta University - Junagadh

June 2018 - Aug 2021