

# ADITI CHOPRA

## Human Resources Executive

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MANDI, HIMACHAL PRADESH, INDIA

### SUMMARY

MBA graduate specialization in Human resource Management, I bring strong communication skills and a passion for HR. Eager to apply my knowledge to support talent acquisition and foster a positive work environment. Excited to contribute to a dynamic HR team.

### EXPERIENCE

Human Resource Executive 01/2024 - Present  
Career Craft Consultants Mohali Punjab

- Collaborated closely with hiring managers to assess staffing requirements and devise tailored recruitment strategies to meet business goals.
- Leveraged a variety of sourcing channels, including job boards, social media platforms, and networking events, to attract top talent.
- Conducted in-depth interviews and assessments to thoroughly evaluate candidates' qualifications, experience, and cultural alignment with the company.
- Managed the entire recruitment lifecycle, from talent sourcing and screening to offer negotiation and smooth onboarding processes.
- Built and nurtured strong relationships with candidates, ensuring a positive and engaging experience throughout the hiring process.
- Proficient in utilizing CVs from previous applicants to build a talent pool and efficiently match candidates to new vacancies.
- Developing skills in conducting Boolean searches to identify qualified candidates across multiple platforms, continually improving search techniques for more effective results.
- Actively utilized social media sites like LinkedIn, Facebook, and Twitter for talent scouting, networking, and promoting job opportunities.

Human Resource Intern 01/2022 - 04/2022  
Sant Autocraft Kia Gutkar Mandi H.P. India

- Assited the Human Resource department with their work and gained knowledge of various HR functions of an organization
- Communicated with potential hires to provide clarity on expected task and policies
  - Managed and created employee files with proper documents and maintained permanent files
  - Maintained and organized filing system for confidential employee record

Sales and Marketing Intern 03/2019 - 06/2019  
Mahindra & Mahindra Mandi H.P. India

- Assisted in the development and implementation of sales and marketing strategies
- Worked closely with the sales team to manage leads and help with proposals.
  - Identified market opportunities, resolved any customer complaints, and provided all-time great customer service.

### EDUCATION

Masters in Business Administration 2020 - 2022  
Sardar Patel University Mandi H.P. INDIA

Bachelor of Business Administration. 2016 - 2019  
Chitkara University Rajpura Punjab

### LANGUAGES

English Proficient Hindi Native



### STRENGTHS

- Communication Skills**  
Ability to effectively communicate with diverse individuals, facilitating smooth interactions within the workplace
- Adaptability**  
Quick to grasp new concepts and adapt to changing situations, vital in the dynamic HR landscape.
- Team Collaboration**  
Collaborative nature conducive to working within diverse teams to achieve common goals.
- Problem Solving**  
Strong analytical skills to identify issues and propose effective solutions for employee-related challenges

### SKILLS

- Recruitment and Selection
- Employee Relations
- Training and Development
- Communication and Interpersonal Skills
- HR Policies and Compliance

### VOLUNTEERING

Internship Program  
SOCH Foundation