

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making as significant contribution to the success of the company

Skills

- Recruitment (IT & Non-IT)
- Applicant's resume screening
- Interview
- Presentation skills
- ATS System
- Team handling
- HR Generalist activities
- Onboarding
- Employee Engagement
- Exit Interviews

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Tulika Tripathi

WORK EXPERIENCE

Accenture (payroll Adecco)

Talent Fulfillment Specialist (Internal Recruitment)

September 2023-December 2023

- Worked as a part of Internal Recruitment Team.
- Screened IJP applications and conducted HR interviews.
- Released Transfer Notes for internal movement of the employees.
- Followed up with the business till the process of onboarding and helped the internal employees in smooth onboarding process.
- Handled resignation reversal cases and helped employees to get an opportunity internally which helped them in revoking the resignation.
- Was the SPOC for a new project and provided internal pool as per the requirement of the project.
- Interacted with Hiring Managers for understanding the requirement.
- Released ACM mailers for attracting internal pool.

Zyoin Group

Senior Talent Acquisition

September 2022- June 2023

- Handled recruitment of the BFSI, Supply chain, Gaming, Retail, Capital Markets, Pharma and Healthcare, Embedded and Hardware, Telecom and Networking sector.
- Handling end to end recruitment from sourcing through job portals, screening and shortlisting candidates, headhunting and referencing and coordinating for entire interview process.
- Sourcing quality profiles and matching the parameters of clients and having a detailed discussion with candidates on the initial screening call.
- Pitching about the client, checking on the interest level of the candidates, doing a strong follow up throughout the process.
- Arranging the interviews with the client. Updating the candidates with regards to the interview feedback and negotiating the offer terms.
- Responsible for internal hiring as well as recruited for Captive customers (GAP Inc., Levis, IG Groups, Broadridge, Manhattan Associates, IVY Comptech, Redington, Omnicell etc.)

Mgneto Resource Management

Recruitment Executive

June 2021 – June 2022

- Handling end to end recruitment.
- Screening and shortlisting candidates, interviewing them, managing the salary budget of the company and negotiating it with the candidates.
- Develop and update job descriptions and its specifications.
- Responsible for onboarding process, offer generation and employee engagement activities and conducting exit interviews.

Other Interests

- Blogging
- Cooking
- Travelling

INTERNSHIPS

Summer Internship

Company Name - ARTISET

HR Executive

(March 2021-May 2021)

- Source and recruit candidates by using social media.
- Screen candidate's resume and job applications.
- Interaction with trainers and consultants.
- Responsible for giving required training to new interns.

Company Name – DIGIFUSE

(4th July 2020-4th September 2020)

Project Title - Lead generation for the company's different products and services through own contact.

- Generating leads for the company through own contacts.
- Working on promotional activities for partner companies through social media marketing.
- Performing various marketing related task according to the KRA sheet.

Winter Internship

Company Name- WEALTH VALLEY

(1st Nov 2019-15th Dec 2019)

- Providing awareness to client regarding SIP
- Arranging meetings between interested clients and sales team.

EDUCATION

PGDM in HR and Marketing (2019 – 2021)

Sai Balaji Education Society, IIMS, Pune

Bachelor of Science (2016 – 2019)

Deen Dayal Upadhyay University, SDMV, Gorakhpur

ACCOMPLISHMENTS

- Participated in a Four Day “Ordinary to Extraordinary” Finishing School Program for Management Students Conducted by internationally acclaimed and India's leading Motivational Speaker and Success Coach Mr. Minocher Patel, Founder Director, Ecole Solitaire
- Was a part of National Level MDP on “Emerging in Digital Marketing” organized by Marketing department of IIMS, Pune
- Managed and coordinated Marketing conclave at IIMS, Pune.