

## SUMMARY

I'm Shashi , a 22 -year-old BBA pursuing final year with a specialization in Human Resources. I am eager to contribute to a reputable organization. My skills in analysis,interpersonal communication, technology,and management equip me to add value in dynamic work environments.

## WORK EXPERIENCE

### HR EXECUTIVE

WHEELSEYE TECHNOLOGY INDIA PVT LTD

03/2024 - Present,

#### RESPONSIBILITIES

- Key Responsibilities:
  - Talent Sourcing: Identify and attract qualified candidates through job boards, social media, networking events, and direct outreach.
  - Job Postings: Create and manage job postings across various platforms and company websites.
  - Screening & Interviewing: Conduct initial candidate screenings, including phone interviews and in-person interviews, to evaluate qualifications and cultural fit.\
  - Collaboration: Partner with hiring managers to understand job requirements, role specifications, and required skills.
  - Candidate Experience: Maintain professional communication with candidates throughout the recruitment process, ensuring a positive experience.
  - Offer Management: Coordinate and extend job offers, negotiate compensation, and manage the offer acceptance process.
  - Recruitment Metrics: Track key performance metrics (e.g., time-to-hire, cost-perhire) and report to HR leadership.
  - Compliance: Ensure compliance with all federal, state, and local regulations regarding recruitment and hiring processes.
  - Onboarding: Assist with the onboarding process by coordinating necessary documents and scheduling new hire orientation

### HR EXECUTIVE

PAYTAIL COMMERCE PVT LTD

01/2023 - 03/2024,

#### RESPONSIBILITIES

- MANAGING OVERALL HIRING PROCESS .CLOSED POSITIONS LIKE : CCE ,SALES EXECUTIVE ,PRESALES EXECUTIVE,PROJECT MANAGER.
- JOB POSTING ON DIFFERENT PORTALS.
- OFFER GENERATION & ATTENDENCE .

## SKILLS

END TO END RECRUITMENT

RECRUITMENT

SHORTLISTING

SCREENING

COMMUNICATION

PORTALS /JOB POSTINGS

TEAMWORK

## ACHIEVEMENTS

HANDLED A PERFECT ATTENDANCE RECORD

PARTICIPATED IN SEMINARS,DEBATE,SPEECH QUIZ COMPETITIONS

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Native or Bilingual Proficiency

## INTERESTS

READING BOOKS

TRAVELLING

SKETCHING

## EDUCATION

BBA SHIVAJI UNIVERSITY

03/2022 - till now

SENIOR SECONDARY

DRONA PUBLIC SCHOOL

02/2020 - 04/2022,