

# RAKHI KADIYAN

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## Summary

HR professional with focus on sourcing and screening candidates, managing recruitment processes, and building relationships with hiring managers. Adept at using various recruitment platforms, conducting interviews, and ensuring compliance with employment laws and company policies. Skilled in creating job descriptions, negotiating offers, and onboarding new employees.

## Experience

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| <b>HR Recruiter</b><br><b>Rakhi</b>   | <b>03/2022 to 02/2025</b><br><b>Delhi, Delhi</b> |
| <ul style="list-style-type: none"><li>Managed communication with candidates throughout the recruitment process, providing feedback and updates.</li><li>Researched ideal candidates using range of platforms, including LinkedIn, social media and CV database tools.</li></ul> |  |
| <b>Telecaller</b><br><b>Rakhi</b>   | <b>12/2020 to 01/2022</b><br><b>Delhi, Delhi</b> |
| <ul style="list-style-type: none"><li>Successfully handled customer complaints in a calm and appropriate manner, offering smart solutions to maintain customer satisfaction.</li></ul>  |  |

## Skills

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| <ul style="list-style-type: none"><li>Recruitment</li><li>CV screening</li><li>Telephone interviewing</li><li>Candidate shortlisting</li><li>Candidate interviewing</li></ul> | <ul style="list-style-type: none"><li>Job posting platforms</li><li>Interviewing candidates</li><li>Team player</li><li>Data reporting</li><li>Recruitment event planning</li></ul> |
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## Education

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| <b>Bachelor of Arts: Art's</b><br><b>Delhi University</b> | <b>01/2021 to 12/2024</b><br><b>Delhi</b> |
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## Languages