

RAVNEET KAUR

HR ASSOCIATE & ADMIN



Contact

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Skills

- Job posting
- Resume screening
- Candidate assessment
- Interview coordination
- Communication strategies
- Employee onboarding
- Employee engagement
- Stakeholder management
- Collaboration with teams
- Relationship building

Languages

- English
- Hindi
- Punjabi

Cerification

NCC- A Certificate
Naukri Maestro Recruiter
Certificate
Skilldzire-Internship
Program Certificate

Accomplishments

- Achieved academic distinction as Class 12 topper
- Served as School Prefect for two consecutive years.
- Actively participated in multiple co-curricular activities at school.
- Volunteered at college-level Literary Fest, contributing to event coordination and management



Profile

Dynamic HR Associate with a proven track record at Jivo Healthcare, excelling in candidate assessment and communication strategies. Successfully facilitated patient consultations and enhanced recruitment efforts, showcasing strong relationship-building skills. Adept at resume screening and Interview coordination, driving effective hiring processes and fostering employee engagement.



Work Experience

Jivo Healthcare Private Limited HR Associate- Patient Consultation Coordinator

DEC 2024- PRESENT

HR Associate & Admin:

- Participated in creating job postings and descriptions for boards.
- Assessed resumes to determine eligibility for further consideration by hiring managers.
- Promoted effective communication between hiring managers and candidates to maintain transparency throughout the interview process.
- Delivered constructive feedback to candidates during the hiring process.
- Leveraged agency relationships to enhance recruitment efforts in specialized areas.
- Led end-to-end lateral hiring processes, sourcing and onboarding experienced professionals across various functions to meet organizational talent needs.
- Managed campus recruitment initiatives, including coordinating with universities, conducting campus drives, and engaging with students to build a strong early-career talent pipeline.

Patient Consultation:

- Organized, timely communication of patient information to support further medical evaluations.
- Facilitated seamless organization of patient consultations by working closely with hospital teams.
- Facilitated virtual medical consultations for African patients with Indian healthcare experts.
- Guided patients through each stage of their travel.

Jivo Healthcare Private Limited HR Intern

SEP 2024-DEC 2024

- Assisted in drafting and posting HR Intern job listings, ensuring alignment with company standards.
- Supported HR department by managing internal job postings, contributing to effective candidate attraction.
- Conducted candidate scouting through LinkedIn and other platforms to proactively source qualified talent and build a strong candidate pipeline for the roles.
- Assisted in the recruitment process by screening resumes and scheduling interviews.

V-Talent Consultants HR Intern

FEB 2024 - JULY 2024

- Posted job openings across multiple platforms
- Crafted job descriptions following thorough requirement analysis
- Employed various methods to attract candidates.
- Evaluated applications to select top candidates.
- Coordinated and executed interviews across telephonic, digital, and in-person formats.



EDUCATION

Masters of Arts

Pursuing

Atma Ram Sanatan Dharma College, IGNOU

Bachelor of Arts

Mata Sundri College, Delhi University