

SRISHTI BHATOYE

DETAILS

ADDRESS

Gurgaon
HR

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SKILLS

Interpersonal skills

Communication Skills

Adaptability

Team work &

Collaboration

PROFILE SUMMARY

A passionate and ambitious HR enthusiast with 9 months of experience as HR recruiter and a flair for connecting with people and driving organizational success. Armed with a solid foundation in Human Resource Management and hands-on experience in recruitment, onboarding, and employee relations, I've sharpened my skills through internships at ILP Overseas and Akums Drugs & Pharmaceutical Ltd. My expertise lies in building strong relationships, simplifying complex processes, and ensuring smooth operations. With a keen eye for talent and an eagerness to grow, I'm ready to bring energy, creativity, and innovative HR practices to a forward-thinking organization.

EDUCATION

Master in Business Administration (HR) Graphic Era Deemed to be University	2022-2024
Bachelor of Commerce HEC Group of Institute	2019-2022
12 TH Angle 's Academy Sr. Sec School	2019
10 TH NIOS	2017

EXPERIENCE

Recruiter July- March 2025

LanceSoft

- Recruitment for US Healthcare profile.
- Briefed candidates about responsibilities
- Salary Negotiation.
- Managed Interview process on behalf of candidate.

April-till now
2025

Coordinator + Recruiter

Demographic HR services

- IT Recruitment
- End to end recruitment
- Salary Negotiation.
- Managed Interview process + onboarding process

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INTERNSHIPS

Recruiter

Feb-Apr
2023

ILP Overseas

- Recruitment for recruiter profiles
- Assisted in training and onboarding of new Employees.
- Briefed candidates about responsibilities and salary.
- Managed Interview process on behalf of candidate.

HR Intern

Jul-Sep
2023

Akums Drugs and Pharmaceutical Ltd.

- Prepare daily report of assigned tasks to employees
- Offered assistance throughout event.

CERTIFICATIONS

- Advance MS Excel
- Diploma in Finance Accounting (Tally)
- Certificate in Computer Operation

PERSONAL DETAILS

- Date of Birth- 01/05/2001
- Father's Name- Mr. B. S Bhatoye
- Mother's Name- Mrs. Kamla Bhatoye