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Open for Relocation



Hansa Kejriwal

JOB OBJECTIVE

Drive organizational growth by leveraging extensive expertise in Human Resources Management, focusing on effective recruitment strategies and operational efficiency to optimize workforce capabilities

EDUCATION

- Present: Masters of Business Administration (HR)** from Symbiosis International University, Pune
- 2024: Bachelor of Commerce** from Ravenshaw University, Cuttack

CERTIFICATION

- HR Katalyst 4.0, Keka HR
- HR Forge, Keka Academy
- Microsoft Excel
- Accounting, Finance and Banking
- Tally ERP 9

SKILLS

- End to end recruitment
- Payroll Management
- Candidate Onboarding
- Administration & Documentation
- Job listing across various job portals
- Employee Retention

PERSONAL DETAILS

Languages Known: English, Hindi, Odia

PROFILE SUMMARY

Dynamic and detail-oriented HR professional with one year of experience in managing core HR functions, including recruitment, employee engagement, payroll processing, and performance management. Skilled in sourcing and onboarding talent, maintaining employee records, and ensuring compliance with organizational policies. Adept at fostering a positive workplace culture and contributing to organizational growth through effective communication and teamwork.

WORK EXPERIENCE

Feb'24 — Present: HR Executive at Maskara Electronics Pvt Ltd., Kolkata

Responsibilities:

- Responsible for End-to-end recruitment – Understanding the Job Order, Sourcing and Qualifying the Right Candidate/s, Handling Negotiations, and Closing.
- Sourcing of the candidate through various sources like – Indeed, LinkedIn, Facebook, Naukri & References.
- Scheduling the interviews of the candidates and follow-up with the concerned department for Real time feedback.
- Salary Negotiations.
- Maintaining candidate database in Excel Sheet.
- On boarding of new joiners and Delivering/Arranging the Training & Induction Programs.
- Reviewing the team's performance and guiding/motivating them towards the Goal.
- Preparing / Processing Offer Letter, Appointment Letter, Salary Structure & Exit formalities.
- Maintaining attendance and leave data in excel.
- Employee Management – Grievance Handling, Conflict Management, and Full and Final Settlement.
- Arranging and Conducting Employee Engagement Activities.

INTERNSHIP

Feb'23 — June'23: Bookingjini, Bhubaneswar

Responsibilities:

- Calling existing and potential customers to persuade them to purchase company products and services
- Generating promising leads for the outside sales to pursue
- Using sales scripts proffered by the company to drive sales and respond to customer rejections
- Developing in-depth knowledge of customer products and services to make suitable recommendations based on customers' needs and preference
- Continually meeting or exceedingly daily and monthly targets with respect to callings.