

ARCHANA KUMARI

SR. EXECUTIVE HR



CONTACT

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Sasane Nagar, Hadapsar

SKILLS

- Effective Communication
- Teamwork
- Time Management
- Emotional Intelligence

LANGUAGES

- English (Intermediate)
- Hindi (Expert)

REFERENCE

As per Request



PROFILE

A highly motivated and results-driven HR Recruiter with 1.10 years of experience in talent acquisition, workforce planning, and candidate management. Adept at sourcing, screening, and onboarding top-tier talent across diverse industries, while fostering a positive candidate experience. Skilled in leveraging modern recruitment tools, social media platforms, and applicant tracking systems (ATS) to identify high-potential candidates and meet hiring goals.



WORK EXPERIENCE

Company Name : HR Outsourcing

APRIL 23 - PRESENT

Sr. Executive HR

Talent Acquisition:

- Collaborate with hiring managers to identify recruitment needs and define job requirements.
- Source candidates using job boards, social media platforms, professional networks, and employee referrals.
- Conduct initial screenings, interviews, and assessments to evaluate candidates' skills and cultural fit.

Candidate Management:

- Manage the end-to-end recruitment process, from posting job ads to onboarding.
- Provide timely feedback and updates to candidates throughout the hiring process.
- Maintain a robust talent pipeline for current and future hiring needs.

Stakeholder Collaboration:

- Partner with hiring managers to develop effective recruitment strategies.
- Provide regular updates on recruitment progress and challenges to stake

Pre-Onboarding Coordination:

- Collaborate with hiring managers to gather new hire information.
- Send offer letters, employment contracts, and welcome materials to new employees.
- Ensure all pre-employment requirements (background checks, documentation, etc.) are completed.

Onboarding Process Management:

- Plan and execute comprehensive onboarding programs for new hires.
- Conduct orientation sessions to introduce company policies.
- Ensure all new hire paperwork, including tax forms, benefits enrollment, and agreements, is completed accurately and on time.



EDUCATION

Master's in commerce

2017 - 2019

Binod Bihari Mahto Koyalanchal University

Bachelor in commerce

2012 - 2015

Vinoba Bhawe University