



"Bringing the best talent to the best opportunities—let's make magic happen!"

I'm an enthusiastic HR Intern with hands-on experience in recruitment and HR operations. I excel in sourcing top talent, conducting interviews, and onboarding new employees. My internships have honed my skills in connecting with candidates and clients, streamlining recruitment, and leveraging social media to boost business presence.

As a lifelong learner, I'm passionate about uncovering each individual's unique strengths and believe everyone deserves a chance to shine. I'm dedicated to providing personalized support throughout the hiring process, ensuring a seamless experience for both candidates and businesses. Let's connect!

## WORK EXPERIENCE

### GLOBAL RECRUITMENT INTERN

#### Symmetrical Global Search

Aug 2023 - Jan 2024

- Managed senior, mid-level, and leadership recruitment across India and internationally.
- Developed search plans based on client requirements to identify suitable candidates.
- Sourced candidates via job boards, social media, referrals, and networks.
- Assessed candidates' skills, communication, interpersonal abilities, and presentation.
- Handled full life cycle recruitment, including interview coordination and status updates.
- Negotiated fair and competitive compensation packages and updated the ATS regularly.
- Applied unconventional, "out of the box" recruiting methods for hard-to-find candidates.

### HR INTERN

#### NsNco

Sep 2022 - Dec 2022

- Identified and sourced candidates via job boards, social media, and referrals.
- Screened resumes to shortlist suitable candidates and coordinated interviews.
- Assisted in onboarding and maintained candidate communication for updates and feedback.
- Created job ads, updated the candidate database, and supported HR operations.
- Conducted mass mailing campaigns and aligned assessments to identify top candidates.

### HR INTERN

#### Beacon HR Point

April 2022 - June 2022

- Screened CVs based on job requirements.
- Connected with 30-40 candidates daily and conducted phone interviews.
- Provided job details, scheduled interviews, and submitted applications.
- Hired candidates for Byju's, Blinkit(Grofer's), and K12 Academy.

## HR INTERN

### Uinops

May 2021 - June 2021

- Used social media to post company's content to amplify their business.
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## RELEVANT SKILLS

- MS Excel
  - MS PowerPoint
  - MS Word
  - Recruitment & Talent Acquisition
  - Labor Negotiations
  - Analyzing Qualitative Data
  - Networking
  - Database Management
  - Social Media Recruiting
  - Job Posting & Advertising
  - Communication Skills
  - Time Management
  - Attention to Detail
  - Data Management & ATS Updating
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## EDUCATIONAL HISTORY

### BACHELOR IN BUSINESS ADMINISTRATION

Guru Gobind Singh Indraprastha University,

2020 - 2023

82 %

### 12TH (CBSE)

Jindal Public School

2019 - 2020

80 %

### 10TH (CBSE)

Rahul Model Public School

2017 - 2018

71 %

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## ACHIEVEMENTS

- Certificate of Participating in Elocution competition in FICCI Cascade
- Certificate of Completing Barclays Life Skills Programme
- Certificate of Securing 2nd position in Interschool Basketball Competition
- Certificate of Participating in Advanced Excel Workshop

## LANGUAGES

- English
- Hindi