

Priyanka Sood

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Objective Summary:

Experienced HR professional with a strong background in recruitment, HR operations, and employee relations. Adept at conducting end-to-end talent acquisition, candidate assessment, and ensuring seamless onboarding processes, including Joining Induction. Proficient in utilising various sourcing platforms such as Naukari Portal, LinkedIn, Internshala, and Indeed to identify and attract top talent. Skilled in managing HR operations, ensuring strict compliance with labour laws and regulations. Committed to fostering a positive work environment through effective employee relations and conflict resolution. Seeking an opportunity in HR Generalist or HR Operations roles to apply my diverse skill set and contribute to the success and growth of your company.

Professional Experience:

Bhavyansh Info tech | IT Recruiter & HR Generalist

Feb 2023 - Present

- Conduct end-to-end recruitment processes for IT profiles, including Joining Induction for new hires.
- Utilise Naukri Portal, LinkedIn, Internshala, and Indeed for candidate sourcing.
- Schedule and manage online interviews efficiently.
- Ensure a smooth onboarding process for new hires.
- Manage HR operations tasks such as records maintenance and compliance.
- Support the development of talent pools through Social Media Marketing (SMM).
- Handle employee relations, including addressing concerns and grievances.
- Ensure compliance with labour laws, regulations, and company policies.
- Assist in benefits administration and employee training and development

ABS (Acute Biz Solutions) | Senior HR Recruiter & HR Operations

Aug 2022 - Jan 2023

- Effectively handle client interactions and identify potential clients while also performing HR Generalist responsibilities, including Joining Induction.
- Prepare job descriptions (JDs) and email drafts for client communication.
- Utilise Naukri Portal, LinkedIn, Internshala, and Indeed for recruitment.
- Execute end-to-end recruitment processes.
- Maintain daily records and report to the manager regularly.
- Manage HR operations tasks, including records maintenance and compliance.
- Support employee relations and ensure adherence to policies.

ABS (Acute Biz Solutions) | HR Recruiter Intern & HR Operations

May 2022 - July 2022

- Participate in end-to-end recruitment processes for both IT and non-IT profiles while gaining exposure to HR Generalist and HR Operations responsibilities, including Joining Induction.
- Maintain daily records and report progress to the manager.
- Assist in HR operations tasks, including records maintenance and compliance.
- Support employee relations efforts.

Aashman Foundation NGO | HR Generalist & HR Operations

Nov 2021 - Jan 2022

- Generate applications through Social Media Marketing (SMM).

- Conduct candidate assessments through telephonic interviews.
- Maintain daily records and report to the senior team.
- Handle employee relations and ensure compliance with relevant laws and policies.
- Perform HR operations tasks, including records management, and conduct Joining Induction.

Key Skills:

- Recruitment and Candidate Assessment
- Interview Scheduling and Onboarding, including Joining Induction
- Client Handling and JD Preparation
- Utilisation of Naukri Portal, LinkedIn, Internshala, and Indeed
- Daily Records Maintenance
- Social Media Marketing (SMM)
- Employee Relations
- Compliance and HR Operations
- Benefits Administration
- Training and Development

Education:

Maharaja Surajmal Institute 2018-2021

Bachelor of Business Administration

Certifications:

- MS Excel
- Payroll