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New Delhi, India 110019

EDUCATION

MBA(Human Resource)-
**Narsee Monjee
Institute of
Management Studies,**
Bengaluru, in July 2022

Diploma in Business
Management **Narsee
Monjee Institute of
Management Studies,**
Bengaluru, June 2021

BCA: **IMS-**

ITI ATTRI

PROFESSIONAL SUMMARY

Experienced Human Resources Professional bringing 7+ years of hands-on experience to help the organization Grow and Thrive. Focused on providing HR guidance to Department Managers in facets of human resources management including talent acquisition and retention, employee engagement, Onboarding and Induction, Employee Relation. Skilled in building strong partnerships with stakeholders, executive leadership, and cross-functional teams to drive HR programs and initiatives that support business objectives. Strong analytical and problem-solving abilities, combined with excellent communication and interpersonal skills, enabling effective collaboration and relationship building. Committed to delivering innovative and practical HR solutions that enhance employee satisfaction, productivity, and overall organizational success.

SKILLS

- Good Communication Skills
- Stakeholder Management
- Vendor Relationship Management
- Employee Engagement
- Leadership Hiring
- Niche Hiring
- Recruitment strategies
- Relationship building
- Public speaking
- Team leadership
- Salary and benefits negotiations
- Candidate Sourcing
- Candidate pipeline management
- File and records management
- HR processes
- Using self-ideology to get better results.
- Ability to interact with ease.
- Creative questioning

WORK HISTORY

March 2020 - Current

Medibuddy vHealth– Associate Manager-HR and Employee Relation, New Delhi, India

- Stakeholder management.
- Developed and maintained strong working relationships with Stake holders, hiring managers and executives to foster partnerships that produced consistent results.
- Planning and Executing Employee Engagement Activities.
- Act as a point of contact for employee queries.
- Recruitment Planning and advertising
- Planning and conducting New Hire Induction.
- Ensure new recruits enter proper training successfully and all questions are answered correctly.
- Taking care of the onboarding, and documentation.
- Vendor relationship management.
- Taking care Exit Process.
- Negotiated contracts for vendors.
- Handholding for the new employees.
- Preparing the offer letter.
- Taking care of the Background Verification for the new hires.
- Supporting with employee engagement activities.
- Managed Full recruitment cycle to keep the company fully staffed.
- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Sourced and screened candidates for all departments including Medical, Finance, Marketing, Legal, Network, Affinity Sales and worked with hiring managers to coordinate interviews, offers and onboarding.
- Leveraged employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.
- Created and drove talent acquisition to attract diverse candidates.
- Optimized sourcing networks and used proactive methods to direct source candidates.
- Kept Track of Recruitment metrics.
- Prepared job descriptions.
- Act as a point of contact and build influential candidate relationships during the selection process.

- Negotiating with selected candidates.
- Maintaining recruitment MIS
- Reviewed employment applications and background check reports to facilitate the hiring process.

February 2019 - March 2020

AM Realty Solutions - HR Manager, Noida, UP

October 2018 - February 2019

Mindreamers - HR Executive, Noida, India

April 2015 - June 2018

Placements - Human Resources, Allahabad, UP

LANGUAGES

Hindi & English

ACCOMPLISHMENTS

- Received 3 Quarterly Awards.
- Nominated for 5 quarterly Awards.
- Participated in State Level and National Level Gymnastics
- Participated in 2nd South Central Asian Gymnastics Championship 2005
- Attended the National Sports Acade Gymnastics Camp in Khel Gaon Allahabad

INTERESTS

Extra Curricular Activities , Participated in State Level and National Level Gymnastics. Participated in 2nd South Central Asian Gymnastics Championship 2005. Attended the National Sports Academy Gymnastic Camp in Khel Gaon Allahabad

PERSONAL INFORMATION

DOB-30 May 1997

Current Address: Kalkaji, New Delhi.

Permanent Address: G II 48, Kalindipuram Allahabad.

