



Shalini Jha
HR Executive
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CAREER OBJECTIVE:

Seeking a challenging and innovative position in an organization that will maximize the opportunities for me to implement my skillset and knowledge as well as use my capabilities in the best way possible so that I am able to enrich my skills and aid the development of the firm I work with.

EXPERIENCE:

NLB Services Pvt. Ltd. - Noida
HR Executive

(May 2022-Till date)

- Worked on full Life Cycle of Recruiting model (screening resumes, technical queries & interviews, closing of candidates and **Onboarding** paperwork). Experience in hiring all levels of technical and non-technical candidates.
- Assisted in completed the Onboarding, **BGV paperwork** and acted as a first point of contact for consultants for all the queries related to payroll, benefits, expenses etc. Also acted as a single point of contact for all the vendors/clients for any query or issues related to contracts, Invoicing.
- Maintained Candidate relation on the progress of submissions made, Interview Coordination and taking care of the **joining formalities**.
- Maintaining good and effective relationship with consultants. Seeking regular feedback and handling queries/ grievances/ escalations/ concerns with prompt and timely response.
- Experienced in handling the client/vendor calls on a daily and weekly basis.
- Worked for clients like SLK Software's, Infosys, Capgemini, NTT Data.
- Worked on Proactively building **resume database** for upcoming/highly potential requirements.
- Along with **Talent acquisition** also assisted with the onboarding.
- Developed strong relationships with existing clients and potential clients.
- Involved in **End-to-End IT Recruitment** life cycle. Handling the entire recruiting cycle, sourcing, screening, interviewing, and placing qualified candidates.
- Worked in **Naukri, LinkedIn** for sourcing candidates by using sourcing techniques, social media recruiting and have knowledge about Boolean search. Worked in **Applicant Tracking Systems (ATS) Job diva** and resume databases.
- Keep up to date with new technological trends and products. Writing and posting job descriptions.

SKILLS:

- Analytical Skills
- Solution oriented mind-set
- Great communication skills
- Complex problem Solving
- Negotiation
- Judgement and decision making
- Working knowledge on **LinkedIn, Naukri, Application tracking system (ATS) Jobdiva** etc.
- Knowledge of MS Office (**Microsoft Outlook, PowerPoint, Excel, Word**).

ACADEMICS:

- Completed Post Graduate Diploma in Business Administration from Symbiosis University
- Completed Master's in commerce From Chaudhary Charan University in 2014
- Completed Bachelor's in commerce From Chaudhary Charan University in 2011
- Completed Senior School from CBSE Board in 2008
- Completed Secondary School from CBSE Board in 2006

STRENGTHS:

A quick learner who enjoys learning new things, a team player, well organized, multi-tasker and possessing the capacity to cope with failures and try to learn from past mistakes.

ACHIEVEMENTS:

- Actively participated in various cultural events at school and college level
- Actively participated and involved in the management of various programs like Santulan – A gender equality Program.

Sanrakshan – A nature conservation program

And many other programs are organized by an NGO named Divya Jyoti Jagrati Sansthan.

PERSONAL DETAILS:

- **Father's name** : S.N Jha
- **Date of Birth** : 31st July 1991
- **Gender** : Female
- **Nationality** : Indian
- **Marital Status** : Married
- **Languages Known:** Hindi & English

I hereby declare that the above information is true and best of my knowledge.

Shalini Jha