

Neha Naz

HR Assistant/Recruiter

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Contact

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Skills

Human Resource



Ms Office



Social Media marketing



Payroll



About

Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent inter personal, coaching and communication skills.

Education History

HR Generalist Course

July 2022 -Feb 2023

SLA Consultants India

- Gain Knowledge of Payroll (PF, ESIC and Salary Breakups, Gratuity, Bonus, LWF, ID act, Posh act etc), HRIS, ATS.
- Advance Excel (VLookup, HLookup, Pivot table, Data Validation Email Drafting etc.

MBA (Human Resource)

July 2019-Jan 2022

Symbiosis University (Pune)

- Post Graduated in Human Resource.
- Gained extensive training.

B. Com (Hons)

July 2016 -May 2019

Satyawati College (DU)

Work Experience

HR Assistant/Recruiter

Flourish Consultants and Services

Sep 2019 – July 2022

- Accountable for the selection and recruitment Procedure of new candidates.
- Managed full cycle Recruiting process for exempt and non-exempt employees in a call center environment hiring approximately 200 new employees yearly.
- Developed strong relationships with hiring managers to ensure hiring of successful candidates and meeting hiring goals set by various clients.

Hobbies



Travelling



Socializing



Learning things



Meditation



Reading Books



Photography

Languages Known

Hindi



English



Personal Details

Gender: -Female

DOB: - May-1999

Marital Status: -Unmarried

Nationality: -Indian

- Planned and coordinated onsite job fairs, including marketing and advertising of the events.
- Designed and maintained job posting on various social sites and websites with various tools.
- Managed all the operational work.
- Complete Knowledge of Portals (Shine, Times, Indeed and Naukri, LinkedIn, ApnaApp, work India Etc.)
- Client Acquisition and Client Coordination.

HR Recruiter/ BDE

Pioneer Solution

June 2019- Aug 2019

- Duties include job analysis, candidate Sourcing, company-wide recruitment, interview scheduling, interview, offer negotiation and new employee orientation responsible for hiring employees from entry level to execute level in the securities and insurance industry.
- Evaluated various sourcing options and post jobs to financial services related sites like Naukri, LinkedIn, shine, timesjob, Instagram, Facebook.
- Managed all internal employee applications as well as employee referrals
- Schedule and manage new employee orientation.
- Point of contract for all staffing vendors responsible for contract negotiation and relationship management with vendors for all lines of business.
- Managed all BDE related work

Junior HR Co-ordinator/HR Intern

RM Innovalence

June 2018-Aug 2018

- Worked as a HR intern (Recruiting candidates and maintaining proper record of data).

Social Media Marketing Intern

A To Z Home Furnishing

May 2018-July 2018

- Promoting company's product on social sites (Instagram, Facebook and whatsapp)