



# ANMOL LOBANA

## Sr. HR. Recruiter

Currently working as a Senior HR Recruiter in Team Street Consultancy Pvt.Ltd. I am hardworking professional with demonstrated ability to collaborate with hiring managers to understand their needs and provide tailored staffing solutions

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D-142, second floor Tagore Garden New Delhi-110027

## EDUCATION

**MBA in HR & Marketing**  
**Ganga Institute of Technology and Mangament**  
**2020-2022**

**Bachelor of Commerce**  
**University of Delhi**  
**2014**

## EXPERTISE

Talent Acquisition

End to End recruitment

ATS

Payroll

## LANGUAGE

English

Hindi

## Experience

March 2023-Present  
Team street consultancy Pvt.Ltd  
**Sr. HR. Recruitment**

- ATS
- End to End Recruitment
- College recruitment
- Training & Development

July 2022- April 2023  
Rootbridge Services Private Limited  
**Talent Acquisition Specialist**

- Coordinate with hiring managers to identify staffing needs
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Work on Payroll & GreytHR Software
- Create offer letters, relieving letters, maintain applicant system, recruiting reports and other staffing administration functions as needed.

December 2021- April 2022  
Smile Foundation  
**Recruitment Head & Customer Service Manager (CSM)**

- Build the company's professional network through relationships with HR Professionals, colleges and other partners.
- Plan interview and selection procedures,
- Handling Portal, Job Posting
- Implement new sourcing methods
- Create offer letters, relieving letters, maintain applicant system, recruiting reports and other staffing administration functions as needed.

February 2020- Novemeber2021  
(Church's Auxiliary for Social Action)  
**Donor Relation Associate & HR Recruiter CASA**

- PIS Generation
- Identification Validation & Consolidate

April 2015- December 2019  
Appco Group of India (Opportunities India)

**HR Manager**

- Induction and On-Boarding Identification Validation & Consolidate
- Attendance and Leave record
- Recruitment data and tracking

# PERSONAL DETAILS

DOB: 24th July,1994

Status: Single

## KEY STRENGTHS

- Positive attitude & dedication towards work
- Accurate, precise & highly ethical in all work related assignments
- Disciplined, punctual and hard working

# Skills and Interests

## Key Skills

- **Talent Acquisition:** Proficient in full-cycle recruitment processes, from job requisition to onboarding, with a focus on attracting and retaining top talent.
- **Sourcing and Networking:** Skilled in using a variety of sourcing methods, including online job boards, social media, and professional networks, to identify potential candidates.
- **Candidate Evaluation:** Expertise in conducting thorough candidate assessments, including interviews, reference checks, and skills testing, to ensure a strong fit with organizational culture and requirements.
- **Relationship Building:** Exceptional interpersonal skills, with the ability to establish and maintain positive relationships with candidates, hiring managers, and team members.
- **HR Technology:** Familiarity with applicant tracking systems (ATS) and HR software for efficient candidate management and reporting.
- **Compliance:** Profound knowledge of labor laws and regulations to ensure recruiting practices are compliant.
- **Team Collaboration:** Proven ability to collaborate with cross-functional teams to align recruitment strategies with business goals.

## Technical Skills

- MS EXCEL
- Tally
- MS WORD
- POWERPOINT

## Hobbies and Interests

- Shopping
- Travelling
- Socializing