SHRADDHA
SHUKLA

HR EXECUTIVE RECRUITMENT

PHONE | (+91) 6263412114

EMAIL | shraddhashukla1510@gmail.com

LOCATION | New Delhi, INDIA

EXPERIENCE | 2 Years 0 Month

Key Skills

- IT Recruitment
- Recruitment
- Communication
- Human Resource Management
- Information Technology
- Talent Acquisition
- Bfsi Recruitment
- Healthcare Recruitment
- L&D Recruitment
- Human Resource
- Recruitment Marketing
- ATS Proficiency
- Full Cycle Recruitment
- Job Description Writing & Posting

Certification

- Bajaj CPBFI
- Bajaj CPBFI Workshop
- Cyber Security

Languages

- English

Profile Summary

Dedicated and results-driven HR Recruiter with 2 years of experience in sourcing, interviewing, and placing top talent across various industries. Skilled in building strong relationships with hiring managers and candidates, leveraging a deep understanding of recruitment best practices and applicant tracking systems (ATS). Eager to contribute to 2Coms by enhancing talent acquisition processes and helping to attract high-quality candidates to drive organizational growth.

Work Experience

HR Executive Recruitment
2COMS
11/2022 - Present

1. **Job Analysis and Requirement Gathering**

- Collaborate with hiring managers to understand job requirements and create detailed job descriptions.

2. **Talent Sourcing**

- Use various channels such as job boards, social media, and professional networks to source potential candidates.

3. **Screening and Shortlisting**

4. **Interview Coordination and Scheduling**

- Coordinate and schedule interviews between candidates and hiring managers.

5. **Candidate Evaluation and Selection**

- Hindi

6. **Offer Management**

- Extend job offers to selected candidates, including negotiating salaries and benefits.

7. **Onboarding Coordination**

- Ensure all necessary documentation is completed and submitted.

8. **Database and ATS Management**

- Maintain accurate and up-to-date records of candidate applications, interviews, and hiring statuses using an Applicant Tracking System (ATS).

Education

MBA/PGDM - HR/Industrial Relations
2022

Oriental College of management , bhopal

Grade - 7.85%

B.Tech/B.E. - Computers
2020

TECHNOCRATS INSTITUTE OF TECHNOLOGY EXCELLENCE, BHOPAL

Grade - 8.05/10