

## Contact

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## Top Skills

Employee Relations

Train New Employees

new hiring

# Kirti Suryavanshi

Hr Recruiter (Team Lead)

North Delhi

## Summary

HR professionals with rich years of work experience in recruiting.

The process of recruiting may involve both internal and external sourcing methods, thereby requiring these HR professionals to be adept at understanding where and how to locate candidates. As it involves using both traditional and non-traditional resources and a network of established contacts to identify and attract talent.

However, my role does not end with the discovery of potential candidates. In fact, these HR professionals must then engage in a number of subsequent activities:

- \*Candidate Screening
- \*Interviewing
- \*Reference and Background Checks
- \*Partnering with hiring managers
- \*Determine staffing needs
- \*Screening resumes
- \*Performing in-person and phone interviews with candidates
  
- \*Management
- \*Team handling
- \*Reporting
- \*Vendor management
- \*Job fairs
- \*Events
- \*Client handling
- \*Salary negotiations

Proficient in recruiting candidates from all levels, junior level to senior level (Experience in volume/mass hiring, niche/leadership hiring)

- Good experience in campus hiring and off campus hiring
- Possess excellent communication and interpersonal skills.

Expertise In: Team Handling (Minimum 15 members), Screening, Lateral hiring, Salary Negotiations, Maintaining Relationships with Hiring Managers, Ads posting on different portals etc..

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## Experience

Konnecting Korporates

6 months

Human Resources Team Lead

January 2020 - May 2020 (5 months)

Human Resources Recruiting Specialist

December 2019 - January 2020 (2 months)

New Delhi, Delhi, India

Step In Career

Human Resources Consultant

October 2017 - September 2019 (2 years)

New Delhi, Delhi, India

Press Trust of India (PTI)

Research Intern

May 2015 - June 2015 (2 months)

CENTRAL SECRETARIAT

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## Education

Delhi University

2017, B.A programs · (2014 - 2017)

Purple Rose Arts &Media Institute

1 year Diploma, Journalism and mass communication · (2014 - 2015)

Iudlo Castel

school, Humanities, Arts · (2002 - 2014)