



PROFILE

Entry level Human Resources Professional with demonstrated knowledge in Employee Relations, Recruitment and retention, including interest in learning and development.

CONTACT

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EDUCATION

- LLOYD INSTITUTE OF MANAGEMENT AND TECHNOLOGY, AKTU - MBA (HR IN MAJOR & MARKETING IN MINOR) - 2018 TO 2020
- G.D. College, LNMU - Bachelor's in Chemistry
- M R Janta college, High School, Science

Certification

Hirist Recruiter Certificate Programme

HOMA NIKHAT

WORK EXPERIENCE

HR RECRUITER, 02/2020- PRESENT

LADDERS UP HR SOLUTIONS LLP - NOIDA, UP

- Maintained work structure by updating job requirements and job description for all positions.
- Work on different portals, Job posting, mass mailing, resume screening, Scheduled interview.

HR INTERN, 06/2019 TO 07/2019

BIG BAZAR (FUTURE RETAIL), THE GREAT INDIA PLACE, NOIDA, UP

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, bookkeeping. Recruited and screened potential employees.
- Maintained excellent attendance record, consistently arriving to work on time.

HR INTERN, 01/2019 TO 02/2019

SPECTRUM TALENT MANAGEMENT, NOIDA, UP

- Recruited and screened qualified potential employees.
- Prepared monthly, weekly and daily logs using MS Office Suite.

SKILLS

MS Office	Screening
MS Excel	Employee Engagement
Power point presentation	Retention
Candidate Sourcing	
Recruitment	