

**Simran Jahangir Lamture.**

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**Preferred Location:** Mumbai

**Notice Period: Immediate**

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**OBJECTIVE:**

Looking for an opportunity to devote my skills to a company that will appreciate and recognize my expertise.

**SUMMARY:**

- Having **1+** years of experience in IT/ Non-IT Recruitment.
- Hands on experience in **creating the requirement** and **understanding the requirement, Job posting**.
- Expertise in **active and passive sourcing** using different portals such as **Naukri, Indeed and LinkedIn** .
- Communicating with the candidates for salary negotiation, scheduling interviews, providing the feedback and helping them for the documentation. Engaging with the candidate till joining and there-after.
- Giving the **Induction to new candidates**.
- Proficiency in **MS Office** Applications such as Excel, word, PowerPoint.
- Ability to work harmoniously with the rest of the team, also can work individually.

**WORK EXPERIENCE:**

**One Source Atreus**

**( Aug 2024 -Till now )**

**HR Executive**

**Role and responsibility:**

- Shortlisting candidate for non- IT sectors.
- Full Life recruiting including conducting professional assessment and verification for skills ,experience, availability, compensation, willingness to travel/relocate and overall suitability for the position.
- Communicate with candidate through out process .
- Co-ordinate with Company HRs for new process and for
- Co-ordinate with candidate through chat.
- Working on verity of job orders including
- CRM, email process, sales executive, tem leader, Lead generation ,Quality Analyst , Business Development in BPO sectors.

**Tools and technology used:** MS office, sourcing portals ( LinkedIn, Job Hai, Shine)

**Prixim Infoware PVT LTD.**

**Feb 2022 – Mar 2023**

**HR Associate**

**Role and responsibility:**

- Shortlisting candidate for It and non-It both sector.
- sourcing candidates using Internet-based sourcing techniques: job boards, search engines, social networking tools, social networking groups and databases.

- Communicating with the candidate, scheduling their interviews, salary negotiation, completing the documentation process.
- Maintain daily and weekly reports.
- Candidate engagement, Documentation and onboarding.
- Updating HR databases (e.g. new hires, Attendance, vacation, emergency contact, award and reward record )
- Also take care of admin department.

**Tools and technology used:** MS Office, sourcing portals (Naukri,Indeed,linkedin,etc.)

**Sai Enterprises. (Part- time)**

**Aug 2018 – feb 2019**

**Role and responsibility:**

- Handling customer and complete their task .
- Making resume and typing work.
- Maintaining daily cash record .
- Side by side handle Housing.com and 99acars website.

**Certification:**

**HR Specialist Training: Course with Certification**

**INTERNSHIP:**

1. **Suven Consultant & Technology pvt. Lit. - HTML5+CSS3 2 weeks coding internship.**
2. **Spade Tirunelveli Graphic design using Canva**

**EDUCATION:**

- Bachelor's in Engineering (Computer) from Mumbai University - 2020

**Personal Details:**

**Date of Birth:** 9th September 1998

**Language Proficiency:** English, Hindi, Marathi,