

Simran Jahangir Lamture.

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Preferred Location: Mumbai

Notice Period: Immediate

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 reword 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,