

Sukirti Verma

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Career Objective

To join with a progressive organization that will benefit from my talent to successfully reinforce human resource practices in the organization.

Professional Experience

G R INFRAPROJECTS LTD.

HR EXECUTIVE

(05th MARCH 2018 – PRESENT)

End-To-End Campus Coordination

- ✎ Assisted in formulation and strategizing Campus Hiring Policy
- ✎ Responsible to organize campus drive from Management Engineering Institutions such as NICMAR, NITS and Government Polytechnic colleges for recruiting freshers as Management, Graduate and Diploma Trainees
- ✎ Assisted in designing and implementing essential parameters for college selection
- ✎ Relationship building and coordination with Placement Officers
- ✎ Responsible for delivering Pre-Placement talk and conducting written tests
- ✎ Handholding and building relationship with Trainees throughout probation period
- ✎ Responsible to maintain and update data of all joining Trainees
- ✎ Data intensive report generation by analyzing how many Hired, Joined and confirmed (after final evaluation)

On-boarding and Induction

- ✎ Responsible for conducting Induction of new hires from junior to top level at Corporate Office
- ✎ Assisted in structuring and organizing Induction program for selected Trainees
- ✎ Assisted in designing and implementing one-year Training curriculum for MT/PGT/GET/DET
- ✎ Responsible for completing joining formalities and documentation of Trainees
- ✎ Responsible to seek approvals from Directors for deploying Trainees at sites

Monitoring Performance and Evaluation

- ✎ Continual Monitoring and Tracking of performance till confirmation by Training trackers designed for each Trainee
- ✎ Assisted in designing quarterly assessment and feedback forms
- ✎ Coordinating with Project Managers and immediate Reporting Managers to receive quarterly feedback
- ✎ Assisted in conducting final performance evaluation of Trainees to evaluate their key learnings
- ✎ Quarterly and Final report generation on Performance Evaluation

Recruitment in Quality Control/Quality Assurance

- ✎ Sourced potential candidates from various online portals
- ✎ Conducted telephonic interviews for initial screening
- ✎ Scheduled personal interview with department Manager of shortlisted candidates
- ✎ Created and released offer letter to selected candidate
- ✎ Responsible for completing joining formalities
- ✎ Updated Interview tracker on regular basis

Skills

- € Possess good presentation skills, sound knowledge of word and excel
- € Good at written and verbal communication

Academic Education			
Year	Degree/Qualification	University/Board/School, City	Percentage
2015-17	PGDM – HR & Marketing	New Delhi Institute of Management	64.33%
2010-14	Bachelors in computer application	Trinity institute of professional studies (GGSIPU)	64.00%
2010	XII	P & T sr. sec school, (CBSE)	66.25%
2008	X	Ramjas Day Boarding,(CBSE)	67.02%

Internship		
€ Summer Internship (3 rd May2016 - 3 rd July2016)	Mancer Consulting Services <i>Objective was to gain in depth knowledge and practicality of recruitment process as End-to-End Recruitment intern</i>	Hauz Khaz, Delhi
	<ul style="list-style-type: none">€ Understanding the client requisition and identifying the sourcing strategy - Job Portals, LinkedIn, to provide the client with a qualified and the best pool of candidates.€ Scanning and short listing resumes by conducting Telephonic Interview to check relevance to the profile, communication skills, interest level, availability, salary, etc€ Job Postings on portals and Industry Mapping projects€ Majorly worked on BFSI positions and HR roles at mid & senior level€ Regular follow-up with clients and candidates till the final closure of position takes place.€ Maintenance of tracker and database to be provided to clients on regular basis	