



ARPITA YADAV

H R Manager

Seeking a responsible position in the HR department, sharing my experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

Contact

Phone

+91-6392554332

Email

yadav.arpita331@gmail.com

Address

1/142, Vijay Khand, Gomti
Nagar, Lucknow-226001.

Skills

Good communication.

Team Leading & hardworking

Good learner.

University/College

Projects

- Recruitment
- Study on Attrition rate in IT industry.

Hobbies

Learning new things.

Listening songs.

Language

English

Hindi

Experience

Aug 2022 –May 2023

STOCKART- Lucknow.

HR Manager

- Handling all responsibilities related to human resource management from
 - Recruitment, hiring, payroll, leave processing to exit formalities.
 - Hiring interns and looking after internship programme
 - Managing the office as an admin.
- Handling the business segment and conducting meeting with clients upon requirement.
- Taking reporting from sales team and Team leaders.

HR Internship- May-2021 to Aug-21

HCL Technologies-Lucknow

HR Intern

- Handled the recruitment process for technical and non-technical profiles.
- Assisted with the virtual campus drive conducted for colleges.
- Worked for Pune team with regard to screening and interview scheduling.

Education

Master of Business Administration

2020-22

MBA with specialization in Human Resource Management and Financial Management from IET-Lucknow.

Bachelor Of Science

2016-20

Completed B.Sc with specialization in Physics and Mathematics from MGKVP-Varanasi.