



LESLI ARINDA

TALENT ACQUISITION SPECIALIST | HUMAN RESOURCE EXECUTIVE

Call me at **+91 9051303137** | Write to me at litwrit.lesli@gmail.com

Current Location: Neeladri Road, Bangalore

Preferred Locations: Bangalore, Hyderabad

SKILLS

Hard Skills

- Microsoft Office
- Administration
- Assistance
- Client/Vendor Management
- Tech Savvy
- Employer Branding
- Social Media Marketing
- Graphics
- Communication Skills
- People Management
- Operations
- Coordination between teams and members

Languages Known

- English: Proficient in Speaking, Reading, and Writing
- Bengali: Proficient in Speaking, Reading, and Writing
- Hindi: Proficient in Speaking and Intermediary in Reading, and Writing
- Japanese: Beginner in Speaking, Reading, and

WORK EXPERIENCE

–Supply Wisdom (Sep, 2022-Jan, 2023)

Designation-Talent Management Partner. End-to-End IT and non-IT, Recruitment, Keka, BambooHR, engaging selected candidates, documentation and verification, laptop requisition, maintaining HR records on SharePoint, training and development, calendar management and HR assistance, assistance in audit, employee engagement program, vendor management, and event management.

–Coredge Private Limited (Oct, 2021-Sep, 2022)

Designation-Talent Acquisition Specialist. End-to-End IT Recruitment, engaging selected candidates, documentation process, laptop requisition, maintaining HR records on SharePoint, employee engagement program, attendance and leave management, calendar management and executive to director, exit formalities, and event management.

–Cart Geek Private Limited (July, 2021-Sep 2021) -3 months HR Internship

Designation-Human Resource Executive (Recruitment +Administration)

Sourcing, screening, scheduling, onboarding, Campus hiring, employee engagement programs, maintaining HR records on SharePoint, attendance and leave management, team support and coordinator for marketing and sales.

EDUCATIONAL QUALIFICATION

St. Xavier's College, Kolkata

2020 - 2021

Diploma in Human Resource Management (1-Year Equivalent)

Lady Brabourne College, Kolkata

2017 - 2019

C Grade- Master of Arts in English Literature

St. Xavier's College, Kolkata

2014 - 2017

B Grade, 2nd Class- Bachelor of Arts (Honors) in English

St. Joseph & Mary's School, Kolkata

Standard 9-12 (Science+Humanities)

PERSONAL INFORMATION

Age: 27

Gender: Female

Nationality: Indian

Born In: Kolkata in 1995

Vaccination: Covishield vaccinated (2nd dose complete)

Handicapped (Mentally/Physically): None

Family Background: I have a father (retired), mother (homemaker), and elder sister (married) and settled in Kolkata.

Academic & Non-Academic Achievements:

- Distinction Rank with Medal in 3rd Grade Instrumental Violin from ABRSM
- Medal and Certificate for Inter-State School Level (13-16 age group) Essay Writing Competition
- Gift Prize and Certificate for Inter-School Poetry Competition (13-16 age group)
- Certificate for Inter-School Salad and Poster Making Competition ranking 3rd Runner Up.
- Gift Prize for outstanding academic year-end performance in Standard 12
- Gift Prize for outstanding academic year-end performance in Standard 8

THANK YOU