

HR RECRUITER highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability exceptional interpersonal skills , adept at working effectively unsupervised and quickly mastering new skills. Resourceful team player focused on developing efficient processes using knowledge of HR administration, recruiting and employee records management. Adaptable and strategic with strong proficiency in skills required in HR .

WORK EXPERIENCE

HR RECRUITER REMOTE, PLATINUS INC

12/2022 - 06/2023

CA, USA

Healthcare company

Achievements/Tasks

- Reviewed employment applications, candidate backgrounds, skills, compensation needs and other qualifications Informed or trained management on interviewing, performance appraisals or documentation of performance issues
- Developed recruitment strategies to achieve required staffing levels for assigned requisitions. Explained job duties, compensation and benefits to potential candidates
- Screening resumes on Monster, CareerBuilder and using ZOHO and entering data on the Excel sheet

HR COORDINATOR REMOTE, AAP

12/2022 - 05/2023

DELHI, INDIA

Political party internship included handling of party pages and hiring candidate for the internship

Achievements/Tasks

- Selected and interviewed candidates for all available positions, Answered employee questions during entrance and exit interview processes.
- Organized and delivered training by scheduling, securing facilities and collaborating with subject-matter experts. Handling party pages
- Scheduled meetings with employees to address concerns and grievances. Conducted employee performance reviews and implemented corrective actions to increase productivity.
- Using- Google sheets, Forms, Excel , Word and Documents

SKILLS

Screening Resume

Shortlisting Candidates

Interviewing

Onboarding

Allot tasks

Processes Administrative Support

Policy Interpretation Strategic and Planning Recruitment

Talent Management Recruitment and Hiring

Decision Making

Conflict Resolutions

HR Policies

New Hires

Communication

Management

HR Procedure Expertise

Training

Employee Relations

Grievance Readdressal

INTERNSHIPS

MUSKAAN NGO (09/2020 - 12/2020)

Hiring candidates, screening their resumes and taking their interviews. Taking care of onboarding and telling them the roles and responsibilities

HUMARI PEHCHAN NGO (06/2020 - 08/2020)

Hiring candidates, screening their resumes and taking their interviews. Taking care of onboarding and telling them the roles and responsibilities

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Full Professional Proficiency

WORK EXPERIENCE

SR HR RECRUITER BENGALURU,BYJUS

08/2022 - 12/2023,

Karnataka,India

EDTech Company

Achievements/Tasks

- Reviewed employment applications, candidate backgrounds, skills, compensation needs and other qualifications Informed or trained management on interviewing, performance appraisals or documentation of performance issues.
- Developed recruitment strategies to achieve required staffing levels for assigned requisitions.Explained job duties, compensation and benefits to potential candidates.
- Grievance addressal and taking on track of day to day activities and looking after the salary issues and solving concerns.

SR HR RECRUITER REMOTE, HINDCO INC

07/2022 - 12/2021,

INDIA

Educational consulting forum

Achievements/Tasks

- Developed recruitment strategies to achieve required staffing levels for assigned requisitions. Explained job duties, compensation and benefits to potential candidates.
- Planning, strategizing and providing resolution for the growth. Keeping check on the departments for the issues and bringing them upon the table
- Attending the meetings and resolution providing

SR HR RECRUITER REMOTE,WORLDPEAK

11/2021 - 12/2020,

DELHI,INDIA

Political party internship included handling of party pages and hiring candidate for the internship

Achievements/Tasks

- Selected and interviewed candidates for all available positions, Answered employee questions during entrance and exit interview processes.
- Organized and delivered training by scheduling, securing facilities and collaborating with subject-matter experts.Handling party pages
- Scheduled meetings with employees to address concerns and grievances. Conducted employee performance reviews and implemented corrective actions to increase productivity.
- Using- Google sheets, Forms, Excel , Word and Documents.

INTERESTS

WRITING

PAINTING AND DIY

BADMINTON

TRAVELLING

DEBATES

EDUCATIONAL QUALIFICATIONS

BACHELORS IN EDUCATION (01/2023 - Present)

Involves teaching of students at primary, secondary and higher levels

MASTERS IN INTERNATIONAL RELATIONS (10/2020 - 07/2022)

A gold medalist in the course and studied relations of India with respect to other nations as well the major political players.

BACHELORS IN ARTS (BA) (08/2017 - 08/2020)

Studying basic foundation of various subjects- history,geography,polity as majors.Distinction holder of the college.