

Kshitije Bhardwaj

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EXPERIENCE

HCL Technologies Noida

January 2022 - July 2022

Talent Acquisition Group (TAG)

1. Human Resource
 - In charge of company's hiring matters; onboarding and offboarding, doing follow ups and scheduling interviews.
 - Preparation of offer package.
 - Train new employees in accordance with company's protocol
 - Source & conduct interview of applicants, job offering & preparation of employment contract
 - Working closely with Business owner in manpower planning
 - Keeping up to date with latest Employment Act.
 - Arrange staffs to attend relevant training. Providing market information and pool availability analysis for any new business and major ramp ups to business development teams. Alternate recruitment initiatives such as Linked-In
2. Mentoring new team members as part of the onboarding process and making sure the onboarding checklist is met
3. Establish effective strategies based on the current market situation and helping the management collect key insights at ground level
4. Identify and recruit the best-fit personnel to help drive the team and company to higher levels.
5. Working as a SPOC for various development projects to perform correct requirement gathering
6. Coordinating with clients and teammates around major project deliveries to ensure smooth resource management

Anand Hospital Meerut.

June 2019 to July 2019

Intern

1. Learnt the working of hospital.
2. Worked with staff and various departments of hospital.

EDUCATION

Meerut Institute of Engineering And Technology Meerut.

August 2017 to August 2021

B.Pharma

Completed my Bachelor's degree and learnt various aspects of Pharmaceutical Technology. Worked on various machines and learnt the working of same during my coursework. Attended and Participated at various conferences and events at college level. Also I have achieved a CGPA of 7.92 during my undergraduate degree program.

VOLUNTEERING

Parindey Sansthan (NGO)

June 2021 to Present

Media Content Writer

- I am a Member of a National Level NGO (Parindey Sansthan)
- I have participated in many events organized by NGO at district level.
- I also write the Social Media posts and Media Coverage news for our NGO playing my part as content writer.

PROJECTS

Review Article on Hair Care Cosmetics - SHAMPOO

June 2021 to August 2021

I wrote a review article on SHAMPOOS and studied various shampoos their Methodologies, Uses, Applications. I also achieved a 0% plagiarism in my review article.

This project is already submitted to university after collating the results.

HONORS

Certificate of Honor

19 June 2016

Dainik Jagran

Received certificate of honour for Academics.