



SAKSHI AGARWAL

An enthusiastic & high energy driven professional targeting assignments in **HR Generalist/Operations** with a reputed organization

Location Preference: Noida/ Gurgaon

Profile Summary

- Performance driven and motivated On boarding Specialist who excels at coordinating the whole on boarding process , serving as a first point of contact for potential employees and developing new hiring procedure , effective communicator with extensive knowledge of recruiting software programmes , significant to work in a team and well developed time management skills
- Manage requisite work flow in recruiting database(eg, managing requisition and updating candidate records and status reports
- Provide administrative support to the Talent Acquisition team, Talent Advisor , Managers and operation team
- Helping execute the engagement plan for candidate prior to day
- Facilitate the hiring process by interacting with HR staff , recruiters, hiring managers , internal and external applicants candidates
- Encouraging and supporting the candidates throughout the recruitment process

Areas of Expertise

Human Resource Development
Employee Engagement

Recruitment
Reporting & Documentation

On-Boarding & Induction

Professional Experience

Sep'18-till date Genpact Head Strong Capital Market as HR Coordinator-US HRSS

Key Result Areas:

- Managing the full-cycle recruitment functions within the organization which include requisition process, posting positions, sourcing, pre-screening, interviewing, pre-employing assessments, background check process, job offers, new employee orientation, and on-boarding
- Managing smooth implementation of HR policies for manpower planning, , induction, orientation and development of new employees in the organisation
- Conducting telephonic / personal interaction with potential recruits to ascertain their suitability and obtaining information regarding salaries, their availability and so on
- Formulating & assisting in induction activities; ensuring fulfilment of joining formalities of the candidates
- Coordinating the employment process for all vacant positions, including job postings, recruitment, screening interviews, reference checks, and offer letters
- Scheduling sourcing call working directly with candidates and hiring leaders, in some cases arranging last minute sourcing request
- Working knowledge of recruiters duties
- Vendor Management
- Scheduling interviews and hiring events while working directly with candidates and hiring managers , in some cases arranging travel for visiting candidates
- Build strong relationship and partnership across the border HR function(Relationship management, Compensation)

- Arranging management interviews by coordinating schedules; Developing harmonious relations between employee and employer by redressed of grievances
- Administering manpower planning and thereby guiding recruitment function in the organization as per the planned manpower budget
- Manage whole on boarding process and ensuring that all pre employment process and forms were completed accurately
- Support to new employees ,answered questions and resolve any problem issue
- Maintained and organized documents
- Create id for New Joiners
- Offer creation for Selective candidates

Internship/Academic Project

- Company: Indiamart, Noida
- Duration: 8 weeks
- Description:
 - On boarding (check documents of new employees, making welcome calls to them after this Induction started which was called Subharambh. Coordinated till new joiners connected with organization
- Academic Project on Leading the meeting with HR Manager and getting information about HRP Policy followed in TOI

Skills

- Application Tools: MS Office(Excel, Word, PowerPoint)

Education

- MBA HR(Major) & Marketing(Minor) from IMS Engineering College (AKTU) in 2018
- M.Com. from Bhim Rao Ambedkar University, Agra in 2016
- B.Com. from Bhim Rao Ambedkar University, Agra in 2014
- 12th from Bhartiya Vidya Peeth Bal Bharti Agra, CBSE Board in 2011
- 10th from Bhartiya Vidya Peeth Bal Bharti Agra, CBSE Board in 2009

Personal Details

Date of Birth: 6th December 1993
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