

POOJA CHOUDHARY

Mobile: +91 8826059812

E-mail ID: choudhary.puja207@gmail.comLinkedInID: [linkedin.com/in/pooja-choudhary-3b7a34137](https://www.linkedin.com/in/pooja-choudhary-3b7a34137)**PROFESSIONAL PROFILE**

HR professional with experience in Recruitment, Compensation and Assessment and proficient in using job portals for sourcing the right candidate. Ability to maintain relationship with Candidates, Clients and career center contacts. Zeal to learn through opportunities and experiences and to perform the coming challenges with utmost sincerity.

EDUCATIONAL QUALIFICATION

DEGREE/CERTIFICATE	BOARD	SCHOOL/COLLEGE	YEAR OF PASSINGH	%
MBA(HR)	GRAPHIC ERA UNIVERSITY	GRAPHIC ERA UNIVERSITY	2020	70%
BA (HRM)	DELHI UNIVERSITY	Dyal Singh College	2017	60.05%
INTERMEDIATE	CBSE	Ram Kishan Institute	2014	71.2%
HIGHER SCHOOL	CBSE	Ram Kishan Institute	2012	72.2%

HUMAN RESOURCE SKILLS

- Relationship Building
- Training
- Engagement activities
- End-to-End Recruitment
- Campus Hiring
- Sourcing From Online Hiring Portals

EXPERIENCE

Company: Corpseed ITES Pvt Ltd (Oct 2020 – Till Date)

Designation – HR Recruiter

Roles & Responsibility :

- Design and update job descriptions
- Source potential candidates from various online channels(Linkedin, Naukri, Other Hiring Portals)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard
- Employee Engagement, Fundo Activities, Onboard Candidates Training Plan.

Company: Greenthumbs Consultancy (Feb2020 – Aug2020)

Designation: Associate In Talent Assessment

Role & Responsibility:

- Handle psychometric assessments and employee survey solutions offered by GreenThumbs.
- Manage client relationships (enquiries, co-ordination, negotiations, escalation, feedback, etc.).
- Assist with research in development of psychometric assessments & surveys.
- Onboarding & Exit Candidates In Consultancy.
- Content Writing for Company Page.
- Recruitment from LinkedIn Portal.

COMPANY : Greenthumbs consultancy (3months internship)

Designation : Recruitment Intern

Roles & Responsibility :

- Well versed with full recruitment life cycle/ End to end recruiting. Which involves Sourcing, Screening, Qualifying, Submitting, Interview Coordination, Warm up/Follow up calls, Offer roll out and on boarding
- Sourcing from different job Portals.
- Review and understand technical job requirements.
- Doing proactive recruitment, pipelining candidates and maintaining database
- Ensure that resume appropriately reflects candidate's experience and requirement
- Utilize innovative and effective convincing / negotiation skills to attract top talent.
- Submit the profile of the candidate to Team Lead for approval
- Conducts initial interviews by phone to determine experience and skill level
- Ensure candidate is available and ready to take up the position

PERSONAL DETAILS

DOB: 17-OCT-1996

Marital Status-Unmarried

Address – 1175/4A Vasundhara Ghaziabad - 201012