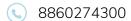
Smriti Silas

HR Executive



Smriti_siilas13@hotmail.com

Qurgaon

COMPETENCIES

Team Leadership
Problem Solving
Strong Communication Skills
Flexible
Problem Solving Skills
Team Player
Coordination skills

ACHIEVEMENT

Awarded as the Best Employee of the Quarter June'16

HOBBIES

Travelling
Listening to Music
Cooking



Career Objective

Industrious and Self-motivated individual with excellent communication and interpersonal skills, team player who likes to take initiatives, seeking to apply my abilities in an organization to the best of my potential.



Professional Experience

Netway India Pvt Ltd, Gurgaon

HR Executive, Aug 2019-Present

- Managed end-to-end resource fulfilment, such as: posting, requisition consultation, sourcing screening, coordinating interviews, and offer negotiation till day of joining.
- Worked on IT and Non IT for Mid and Senior level positions.
- Experience in hiring the talent via self-sourcing, cold calling.
- Familiar with job portals like Naukri, LinkedIn, Shine, IIM Jobs.
- Good understanding of recruiting processes and procedures.
- Coordinate communication with candidates, schedule interviews and follow up.
- Stakeholder Management- understand the requirement and weeklymonthly reports to showcase the progress.
- Vendor Management- Full life cycle of vendor (onboarding, requirement discussion, weekly meets to evaluate the progress, screening, shortlisting, interview alignment, selections, onboarding).
- Coordination with different teams including IT, Tech, Finance, Marketing, Operations etc.
- Understanding the requirement and preparing the Job Description.
- Maintaining and updating a database of resumes for current and future positions
- Onboarding and Induction process.
- Employee Engagement Activities
- Grievance Handling
- Conducting Townhall Meetings
- Giving Communication Skills Training to the employees.
- Exit Formalities

Zelus India Pvt. Ltd, Gurgaon

HR IT Recruiter, November 2018 – September 2019

- Sourcing, screening and verification of profiles
- Source candidates through Portals (Naukri, LinkedIn, Shine, Monster).
- Understanding the requirement of the client and preparing the Job Description.
- Maintaining and updating a database of resumes for current and future positions.
- Schedule initial interviews with the hiring managers
- Follow up interviews for successful candidates.
- Salary negations, closing offers, sending paperwork and Background Verification.
- Maintaining daily dashboard & DRR reports.
- Taking Care of internal recruitments
- Core technology skills worked for: Pega CSSA & CSA, RPA Blue prism, IOS, ODI, UI, Angular and Angular JS, Java, UI Architect Lead, Automation Testing, AS400, C++, Full Stack Developer, Java Micro services, TCS Bancs, .Net, PLSQL, Oracle, Data Structure, AEM, Appian, React, Redux.
- Have worked for the clients such as Infosys, Virtusa Polaris, Infogain, TechM, Incessant, Juntran Tech, Skillrock Technologies, InnovationM, NiceTech, Origin Broker Insurance India Pvt Ltd.

Fortune Institute of International Business, New Delhi

Senior Program Assistant, June 2018 – November 2018

- Attendance administration: Managing the student's attendance and leave records with generating report every week.
- Grievance handling and counselling of the students to address their problems / complaints online and offline.
- Operational coordination: responsibilities include management of student enrolment, invigilation during examination, student counselling and management of the courses and class scheduling for every week.
- Faculty Coordination: Coordination with Academic Faculty for the classes and allotting them the classes.

Bridge School of Management, (a venture of HT Media Ltd.)

Senior Executive – Operations, August 2015 – May 2018

- Operational coordination: responsibilities include management of student enrolment, invigilation during examination, student counselling and management of the courses and class scheduling. Coordination with Academic Faculty is also managed as required.
- Attendance administration: Managing the student's attendance and leave records with generating report at the end of the month.
- Student counselling: Monitoring of student academic performance and holding counselling sessions as required. Organizing counselling sessions for the students with our Program Chair & Academic Dean in special cases to motivate the students.

- Registrar: Managing the School's Registrar activities related to interacting with students with admission offers, advising them on the fee structure and counselling them through the admission process.
- Grievance handling and counselling of the students to address their problems / complaints.
- MIS Reporting: preparing management reports on academic operations, issues and problem resolution



Indian Institute of Planning & Management, New Delhi

MBA, 2014

Graphic Era University, Dehradun

Bachelor of Business Administration, 2012

Carman Residential & Day School, Dehradun

Class XII, ISC - 2009

Carman Residential & Day School, Dehradun

Class X, ICSE - 2007