

Reena

HR Executive

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Summary

Over 4 years of direct human resources experience in diverse industries including Information Technology, Wholesale, Trading and Manufacturing; Solid knowledge and hands-on experience in HR functions including business strategy alignment.

Core Competencies

Microsoft Office, MARG HR Expert.

Professional Experience

HR Executive

Macwell Pharmaceuticals Pvt. Ltd. (November 2017 - December 2021)

Key Deliverables:

- Support the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening, scoring tests, arranging and conducting an interview, communicating with line managers and offer negotiation.
- Coordinating Technical Interview with the India team and maintain communication and update all the parties involved via email/phone as required.
- Responsible for evaluating and selecting candidates through a structured recruitment process designed to obtain the best candidates.
- Shortlisting profiles by sourcing on job sites and employee reference.
- Accordingly coordinating with the Hiring Manager for technical and final rounds of interview.
- Responsible for the processing of documentation, background verification and medical formalities for new recruits in the company Interacting with the Hiring Manager for feedbacks.
- Maintain & update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports and software.
- Managing leave and attendance of the employee.
- Responsible for recruiting and hiring IT and Sales professionals.
- Perform HR Administration and a full spectrum of local Payroll Processing..
- Maintain & update payroll records (allowances / deduction / overtime payment).
- Handle staff/worker resignation and termination.
- Searching for matching potential candidates for current openings utilizing different sources like employee referrals, company website, advertisement.
- Screening and Short listing candidates according to requirement Scheduling and coordinating the interviews.
- Taking HR round interviews for Salary negotiations and finalization of all the candidates Handling employee referrals recruitment.
- Schedule, conduct and coordinates Walk-in interviews.
- Worked as Induction support for new entrants in the company Coordinating the formal procedure of the candidate joining.
- Used to interview several candidates in a day, short list them and then do the

final selection.

- Develop and implement campus recruiting program.
- Enhance the company image on campus to build up a long-term talent pipeline.
- Created knowledgebase articles covering best practices to source candidates and statistics on hiring metrics.
- Ability to work with relational databases, spreadsheets, outlook, presentation, e-mail, Internet research sources, and word processing software.
- Managing and maintaining the employee attendance records.

Educational Qualifications

- M.Tech in Electronics and Communication Engineering. from M.D.U. ROHTAK, securing 80% marks.
- B.Tech in Electronics and Communication Engineering. from M.D.U. ROHTAK, securing 73% marks.
- S.B.T.E.P(Diploma in Electronics and communication Engineering.) from BPS UNIVERSITY KHANPUR, SONIPAT, Securing 74.12% marks.
- H.B.S.C(10th) from Jan Kalayan High School, Sampla securing C.G.P.A of 9.80

Hobbies and Interests

- Collecting information about new technologies.
- Travelling.
- Cooking.

Personal Details

Name:	Reena
Father's Name:	Late Sh. Yashwant Singh
DOB	05 th August, 1992
Gender	Female
Marital Status	Married
Current Address	RZ 26, B Block, Maksudabad Colony, Najafgarh, New Delhi 110043

Declaration

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned information.

Place: New Delhi

REENA

Date: