

Ranjana Kumari

HR Executive

Delhi, Delhi

ranjana763_i3t@indeedemail.com

+918860743119

HR Executive

Roles and Responsibilities

- Used all Job Portals. (Naukari.com, Indeed, Monster & Times Jobs).
- Responsible for managing full life-cycle recruitment (requirement analysis, client needs, screening, interview-coordination).
- Screening and short listing candidates for interview.
- Building relationships with job seekers.
- Follow up and coordinate with the candidates till the joining.
- Taking the Telephonic interview of the candidates for the given vacant post obtain
- Information on work history, education, and job skills.
- Continue follow-up with candidates till interview time.
- Brief candidates about the Responsibilities, Salary and Benefits of the job
- Maintenance of Staff Record in Excel.

Willing to relocate to: New Delhi, Delhi - Noida, Uttar Pradesh

Work Experience

HR Executive

Aurotonics People Pvt Ltd

February 2019 to Present

My position is HR Executive Aurotonics People Pvt Ltd.

I'm handling all management part-

Client coordination/Arrange Meeting/Employees attendance/Admin Part/IT Recruitment etc.

Education

Bachelor's in B.A(Economic-HRM)

Zakir Husain Delhi College (Delhi University) - Delhi, Delhi

Skills

- Ms

Links

<https://www.linkedin.com>

Additional Information

- Self motivated and determined
- Accepting challenge
- Quick learner

Area of Interest

- Volunteer Work
- Dancing
- Exploring different place