

# MADHU JHA

## HR RECRUITER/ GENERALIST

TOTAL EXPERIENCE :- 5.4 YEARS  
RELEVANT EXPERIENCE:- 3.6 YEARS

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Dwarka 5 New Delhi 110059

### OBJECTIVE

Highly motivated Human resource specialist seeking a human resource position in a fast paced organization where excellent planning and management skills will be fully utilized.

### MY QUALIFICATIONS

- BMM-Journalism with 63% in 2011 from Mumbai University.
- Pursuing MBA in HR and Finance from Surbharti University, Meerut .

### WORK HISTORY

### SKILLS

#### Offer2hire August 2019 - September 2020 (1.3 Years)

- Design and update job descriptions for IT and Non-IT positions both.
- Sourcing of potential candidates from various online channels and Job Portals (Naukri.com).
- Craft recruiting emails to attract passive candidates
- Screening of incoming resumes and application forms
- Interview candidates (via phone, video)
- Advertising job openings on social media, job boards and internally.
- Providing shortlists of qualified candidates to hiring managers (Clients).
- Bulk Hiring (Education Sector)
- Recruiting (PAN INDIA)

#### Saarthi Management Consultants April 2017 - Till Now (Freelancer)

- Handling a Recruitment Team (Team Size - 6)
- Manage 3-4 position on daily basis
- Handling Client and Candidate till joining.
- Meeting staffing requirement of employer/Companies.
- Sourcing candidates and screening profiles as per clients' acceptability.
- Co-ordination between prospective and the client.
- Establishing feedback process with the concerned client after joining of the candidate (s).
- Maintaining database of all information/feedback.

#### • HR GENERALIST

- **IT/NON IT SECTOR HIRING**
- **PAYROLL (EMPLOYEE PF & ESIC MANAGEMENT, MEDICAL CLAIM, STATUTORY COMPLIANCE)**
- **L&D**
- **ON BOARDING, INDUCTION & JOINING FORMALITY**
- **EMPLOYEE WELFARE BENEFITS MANAGEMENT**
- **SUCCESSION PLAN**
- **SOCIAL MEDIA SOURCING** LINKEDIN, FACEBOOK, NAUKRI, TIMEJOBS, INDEED ETC.
- **PERFORMANCE MANAGEMENT SYSTEM (APPRAISAL).**
- **TALENT ACQUISITION.**
- **GOOD INTERPERSONAL & COMMUNICATION SKILL**
- **MANAGE TO HANDLE BULK HIRING**
- **SUCCESSFULLY CLOSE 46 SUBJECT MATTER EXPECT FREELANCER (EDUCATION SECTOR) POSITION OUT OF 70 VACANT POSITION.**
- **PAYROLL, T&Q AND SHRM**

#### Previous Experiences:-

- **2012-2013 -Clickoline Media Pvt Ltd (1 Year)**

Responsible for developing business for promoting market share of company's clients by initiating online contacts.

- **2011-2012-Propel Education Academy (1 Year)**

Multi-tasking responsibility for administrating office, teaching students, increasing student intake.

### CERTIFICATION

- Prevention of Sexual Harassment at workplace (**POSH**) held on 18th July-2020 from Pro Touch
- Certificate of Training **Master Class in HR** awarded on 17-June-2020 from Safejob