



Rakhi Tiwari

PERSONAL INFO

Motivated and detail-oriented HR Recruiter with one month of experience in talent acquisition, candidate screening, and end-to-end recruitment processes. Skilled in sourcing, interviewing, and coordinating hiring efforts to ensure the best talent acquisition. Eager to enhance recruitment strategies and contribute to organizational growth

EXPERIENCE

HR recruiter

Teckinsey consulting private limited

- Experienced Hr recruiter with 1 month in sourcing, screening, and hiring top talent.
- Collaborated with department managers to draft and refine detailed job descriptions and hiring criteria, ensuring alignment with organizational objectives
- Strong knowledge of recruitment strategies, including job postings, social media hiring, and employee referrals.
- Skilled in conducting interviews, assessing candidates, and negotiating job offers.
- Utilized various portals —including online job boards like job hai, workindia, linkedin and social media platform identify and attract potential candidates
- Conducted initial resume screenings and interviews to assess candidates' qualifications, skills, and cultural fit.
- Evaluated applicants by discussing job requirements and qualifications with hiring managers, ensuring a consistent and fair selection process.

CONTACT

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- 📍 West Vinod Nagar, mandawali

EDUCATION

- Bachelor of Commerce (Hons.) | 1st Year, School of Open Learning, University of Delhi
- 12th Grade | R.S.K.V West Vinod Nagar (70%)

SKILLS

- Strong Communication
- Recruitment
- Problem solving
- Critical thinking
- Strong interpersonal skills
- Time management