

Ms. Rajveer Chouhan

Senior Human Resource Executive

Bangalore

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CAREER OBJECTIVE

Dedicated Senior Human Resources/Generalist with 3.8 years of experience enhancing recruitment, hiring, compensation, and employee engagement processes. Proven expertise in policy adherence, active research, and department optimization to secure exceptional talent for organizational success.

WORK EXPERIENCE

Senior Human Resource Executive

*Text Mercato Solutions Pvt. Ltd., Bangalore
(April-2022 to Present)*

Recruitment, Onboarding Process, Exit Formalities, Rewards and Recognition, Performance Management Review, Payroll Process, Human Resource Information System, Labor Compliances, HR Reports, Posh Secure Platform, Policies and Processes, Employee Engagement, HR Budget, Holiday Calendar, Social Media Post, Legal Notices, Insurance, Grievances, HROne.

- Proactively sourced and recruited top-tier candidates using high-touch direct sourcing, networking (LinkedIn), cold calling, and employee referrals.
- Oversaw accurate and timely payroll processes, ensuring compliance with regulatory standards.
- Designed and implemented rewards and recognition programs to boost employee morale and motivation.
- Managed efficient exit formalities, maintaining compliance with company policies and legal requirements.
- Ensured adherence to HR policies and processes, promoting consistency and fairness.
- Addressed employee grievances promptly and effectively, fostering a positive workplace culture.
- Utilized the HROne platform for streamlined HR processes and enhanced efficiency.
- Maintained a secure and compliant work environment through the implementation of the Posh Secure Platform.

SKILLS

- Employee Recruitment/Retention Strategies
- Intuitive Communication
- HRIS System
- MS Office
- Data Management
- Compensation & Benefits
- Performance Management
- Payroll
- Employee Onboarding

EDUCATION

Master of Business

Administration Barkatullah University 2020 - Bhopal

Bachelor of Science

Barkatullah University 2018 - Bhopal

Human Resource Executive

SMT Group, Indore

(April-2020 to April-2022)

- Optimized the IT recruitment process through proactive sourcing techniques, short-listing top-tier candidates, and implementing a robust tracking system; reduced time-to-fill positions by 30% and increased offer acceptance rate by 25%.
- Spearheaded the assessment of manpower needs across multiple departments and optimized the requisition process; achieved a 30% reduction in time-to-hire and increased overall employee productivity
- Presenting fully screened qualified candidates to panels in a timely manner.
- Finding candidates using sourcing methods, high touch direct sourcing and networking (LinkedIn) to find top candidates for current and future openings. Uses cold calling, employee referrals to generate candidate leads.
- Orchestrated pre-interview screening, acted as a coordinator between panel and candidate; sending compensation agreement, offer, interview, and acceptance or rejection.
- Handling Onboarding, Exit, Rewards and Recognition, Performance Management, Payroll Process, HRIS, Employee Engagement, Social Media Post.

IT Technologies Hired on -

Java, Core Java, React-Native, reactJS, AngularJS, QA, Mobile Testing, IOS, Android/Flutter, Frontend/UI/UX Developer, CI, Node.js, php Full-Stack Developer, Laravel, SQL, Database, .Net etc.

CERTIFICATIONS

- The Fundamentals of Digital Marketing Certification from Google
- Career Edge Certification from TCS
- Employability Skills Certification from GTT

AWARDS & ACHIEVEMENTS

- Acknowledged by the organization as the "Best Performer of The Month" for consistently exceeding performance expectations.
- Played a key role in contributing to team success, resulting in formal appreciation for notable achievements and contributions.
- Recognized for demonstrating leadership qualities, influencing positive change, and inspiring team members to excel.