

PANIKA ARORA

Profile Summary

Seasoned HR Professional having exposure of around 4 years in Human Resource Management and IT / Non IT Recruiting. Some of the key focus areas have been Talent Acquisition, On Boarding and Employee Engagement Activities

Work Experience

3 Year 10 Months

Innovation M, Noida

Senior HR Executive

November '18 – Present (1 Month)

Roles & Responsibilities

- Handling overall Talent Acquisition linked to designated projects and clients; Responsible for the entire hiring cycle from gathering requirements, sourcing, screening, HR interview, offer management, joining and onboarding
- Stakeholder management – Working with internal and external stakeholders for hiring of onsite and offshore positions
- Prepare and present Recruitment review presentation to concerned stakeholders on a monthly basis

Tekshapers Software Solution Pvt Ltd, Noida

HR Executive

December '16 – October '18 (1 year 10 Months)

Roles & Responsibilities

- Effectively managed end to end **recruitment** for open positions by performing sourcing, resume screening, preliminary telephonic interaction, interview scheduling, negotiation and offer management
- Effectively utilized sourcing avenues like employment portals, social media platforms & referrals to ensure quick closures
- Performed **Onboarding** activities such as joining formalities, document verification, user id generation, conduct policy overview session and buddy allocation for new joiners
- Drove employee **engagement** activities such as birthday celebrations, team building activities, sports activities, etc.
- Acted as employee **champion** by promptly responding to employee **grievances** and employee queries
- Accurately Maintained **HR MIS data** including employee records, recruitment tracker, candidate database, etc.
- Managed **Attendance** records and highlighted any pattern indicating misuse to concerned authorities
- Organized and Maintained employee **personal files** as per defined standard operating procedure

Achievements

- Recognized by HR Head for designing a candidate tracker which enabled effective recruitment analysis
- Recruited and onboarded 20 candidates in time frame of 3 months which was appreciated by project lead

Cloudway Softech Pvt. Ltd., Noida

HR Executive

December '15 – December '16 (1 Year)

Roles & Responsibilities

- Worked on a gamut of IT and Non IT recruitments and closed around 20 positions during the tenure
- Supported campus recruitment team on pre-drive preparation, on the day coordination and post drive communication

Ascent Construction Pvt Ltd, Noida

HR Executive

January '15 – November '15 (11 Months)

Roles & Responsibilities

- Worked on Non IT requisitions performing sourcing, CV screening, telephonic screening and interview scheduling
- Performed joining formalities (Documentation, File management, etc.) for new joiners from a business segment

Education

Year	Qualification	Institute	CGPA/ %
2013	MBA	GL Bajaj Institute of Technology And Management, Greater Noida	72
2011	BBA	Institute of Management and Studies, Ghaziabad	70
2008	XII, CBSE	Chaudhary Chhabil Dass Public School, Ghaziabad	70
2006	X, ICSE	Holy Child School, Ghaziabad	63

Key Interests

Passionate Traveller	<ul style="list-style-type: none">• Enthusiastic about exploring various tourist destinations and doing road trips
Ardent Jogger	<ul style="list-style-type: none">• Keenly interested in jogging and consistently practice daily