

## PERSONAL STATEMENT

A meticulous and motivated HR professional with an MSc in Human Resource Management and Organisational Analysis and CIPD accreditation (Level 7), seeking an HR executive role in a meritocratic and collaborative HR department. Proactive and results-driven, with hands-on experience as a Recruitment Coordinator, HR Administrator and HR Intern. Adept in talent acquisition, onboarding and employee engagement, showcasing exceptional interpersonal and communication skills that foster strong connections with stakeholders, business leaders and team members. Successfully ran 91 recruitment campaigns in a span of 6 months, resulting in 69 new hires and an impressive overall conversion ratio of 76%. Committed to driving HR excellence and contributing to organisational success through innovative solutions and dedicated performance.

## WORK EXPERIENCE

### RECRUITMENT COORDINATOR

February, 2023 - July, 2023

*West London College, London, United Kingdom*

- Managed end-to-end recruitment processes, sourcing, screening, and interviewing candidates.
- Proficiently managed and maintained company's ATS, ensuring up-to-date candidate records for streamlined hiring.
- Drafted compelling job descriptions and advertisements to attract top talent, promoting inclusivity and diversity within the organisation.
- Leveraged diverse sourcing methods (job boards, social media, and professional networks) to attract qualified candidates.
- Cultivated strong candidate relationships with efficient interview scheduling, prompt updates, and feedback, ensuring a positive experience.
- Collaborated with the HR team to improve onboarding, ensuring seamless integration of new hires.
- Ensured meticulous paperwork adherence to meet GDPR requirements.
- Developed accurate ad hoc and planned recruitment reports, enabling data-based decision-making for the HR team.
- Successfully led 91 recruitment campaigns, resulting in 69 successful hires, achieving an overall 76% conversion ratio.
- Streamlined the recruitment process, reducing the average time to hire from 29.6 days in February 2023 to 24.7 days in July 2023.
- Organised and participated in job fairs and recruitment events to attract potential candidates and strengthen the company's talent pipeline.

### HR ADMINISTRATOR

August, 2019 - August, 2021

*Chickar International School, Bareilly, India*

- Proficiently managed various HR administrative tasks, including employee data management, payroll processing, and personnel records for 100+ employees, ensuring accuracy and confidentiality.
- Conducted effective recruitment and onboarding processes, sourcing qualified candidates, coordinating interviews, and facilitating a smooth integration into the company culture and meeting staffing needs.
- Handled employee relations, addressing concerns, and resolving conflicts with professionalism and discretion.
- Enhanced employee job satisfaction substantially by conducting periodic reviews and fostering effective communication between administration and teachers.
- Successfully maximised staff productivity during COVID-19 by proactively training 30 employees, enabling seamless transitions to online methodologies, learning platforms, and management systems.

### HR INTERN

June, 2021 - July, 2021

*Hexagon, Gurugram, India*

- Attracted potential candidates through headhunting via job portals including LinkedIn, Workday and Naukri.com.
- Assisted in the organization of the 'Virtual Early Careers' event, contributing to the success of campus hiring and online interviews.
- Updated HRIS databases and prepared essential organisational documents for candidate communication.
- Verified completion of the online employment application for all candidates, ensuring a streamlined recruitment process.
- Conducted reference checks promptly to assess the suitability of candidates for the organization.
- Assisted in the recruitment of 4 entry-level employees and 2 software developers.

Pioneer Book Co. Pvt. Ltd., Mumbai, India

- Assisted the Recruitment Manager with shortlisting, hiring and onboarding of an Editorial Assistant and 7 entry-level employees.
- Assisted with general administration, including answering phone calls and responding to emails.
- Actively participated in planning and implementing employee engagement programs and events. Contributed creative ideas to foster a positive work culture and enhance employee morale.
- Assisted in organising training sessions for employees, addressing various professional development needs.

EDUCATION

Course	Educational Institution	Key Modules	Degree Classification / Overall Result	Course Duration
MSc Human Resource Management & Organisational Analysis	King’s College London, United Kingdom	Globalisation & Employment, The New Workforce Challenges, UK Employment Legislation, High Performance & Employee Wellbeing	2:1	September, 2021 - September, 2022
CIPD (Level 7)	Chartered Institute of Personnel & Development	Strategic Employment Relations, Advanced Diversity & Inclusion, Managing People in an International Context, Business Research in People Practice	1st Class	October, 2021 - October, 2022
BSc Psychology	The University of Sheffield, United Kingdom	Social Psychology, Occupational Psychology, Psychological Research Methods, Cognitive Psychology	2:1	September, 2016 - April, 2019

SKILLS

- Strong Communication & Interpersonal Skills
  - Persistent Problem-Solver
  - Leadership Skills
  - Analytical Skills
  - Negotiation Skills
  - Strong Attention to Detail
- **Languages:** English, Hindi and Spanish (Intermediate)
  - **Softwares:** MS Excel, Word & Powerpoint, LinkedIn Sales Navigator
  - **HR Softwares:** Workday, PeopleSoft, SAP, Reed, FindAJob, FE Jobs, LinkedIn Recruitment

VOLUNTEERING & ACHIEVEMENTS

- Completed an Online Certificate Course: *‘Prevent for Further Education and Training’* from FutureLearn (February, 2023).
- Completed an Online Certificate Course: *‘Safeguarding in the Further Education (FE) and Training Sector’* from FutureLearn (February, 2023).
- Completed an Online Certificate Course: *‘LinkedIn Sales Navigator: LinkedIn’s tool for B2B Sales’* from Udemy (November, 2022).
- Completed *Common Purpose Programme: Global Leader Experience London 2021* at King’s College London (November, 2021).
- *Connections Podcast Director*, King’s Business School at King’s College London (October, 2021 - September, 2022)
- *Student Ambassador*, at King’s College London (October, 2021 - September, 2022).
- Started a *Literacy Initiative: ‘अब (Now) We Learn’* at Chickar International School (August, 2020 - Current).
- Completed an Online Certificate Course: *‘Leadership Principles’* from Harvard Business School Online (March, 2021).
- Completed an Online Certificate Course: *‘The Manager’s Toolkit: A Practical Guide to Managing People at Work’* from University of London (March, 2020).
- *Social Secretary*, Sheffield Volunteering Committee at University of Sheffield (September, 2018 - April, 2019).
- *Course Representative*, Department of Psychology at University of Sheffield (September, 2016 - April, 2019).