**Yashika Mahajan**

**Contact No. 8800675931**

**E-mail- yashikamahajan9898@gmail.com**

**Summary:**

Talent Acquisition professional with more than 2 years of experience in NON IT & IT Hiring. Result oriented, focused professional .Self-driven individual with ability to excel under minimal direction and can work on multiple projects concurrently with strong communication and interpersonal skill. Able to operate in a fast-paced environment and handle pressure.

**Work Experience:**

|  |  |  |
| --- | --- | --- |
| **Duration** | **Companies** | **Designation** |
| Oct’19 to Till now | ANS RPO Solution | Corporate HR |
| Oct’17 to Aug 19 | Jobstree Consultants | Sr. HR Recruiter |

**Roles & Responsibility:**

* Responsible for end-to-end recruitment.
* Sourcing from Various Job Portals / References.
* Employee Onboarding, induction & orientation
* Employee documentation and employee record management
* Policy modification and setting processes and measures for policy adherence
* Responsible for generating the attendance log and confirming the absentees regarding their leaves and sending the final attendance sheet to the finance dept. for salary processing
* Collecting requirement from the Client and discussing the profile in detail.
* Screening and short listing of resumes.
* Interviewing the candidates based on skill sets, Experience, Location and doing Salary negotiation.
* Scheduling Interviews of the short-listed candidates.
* Responsible for coordination of the interviews with the hiring managers and candidates.
* Getting the feedback from the clients and following up the selected candidates till closer.
* Following-up with the candidates to keep them Active and convincing the candidates on the respective offers, terms and conditions of the firm.
* Regular Follow-ups with the candidate on offer made and date of joining.
* Doing Posting and Mass-mailing the requirements in the different jobs sites  
  (Like ATS, Naukri.com, Indeed, Monster etc.), Networking Sites (LinkedIn, Facebook, etc)
* Making Daily, Weekly and Monthly report (Tracker sheet).

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Stream** | **Board/university** | **Year of passing** |
| BCOM | Commerce | Delhi University | 2017 |
| 12th | Commerce | CBSE | 2013 |
| 10th | General | CBSE | 2011 |

**Skills:**

* Good communication skills
* Good computer knowledge
* Quick Learner
* Ability to take initiative
* Team work skills

**Personal Details:**

Date of Birth : 12 March 1996

Language Known: English, Hindi, Punjabi

Marital Status : Single

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Delhi. (Yashika Mahajan)