**Amrita Bharti**

A: Malviya Nagar, Delhi

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**Professional Summary**

High-energy Human Resource professional in offering 4 years of superior performance in human resources environments. Adept at promoting available employment opportunities in collaboration with local universities and online platforms. Adept at interviewing and securing top talent to achieve organizational targets. Knowledgeable about employer regulations and documentation requirements.

**Skills & Dexterity**

* Proficiency in MS-Excel, MS-Office, MS-Windows
* Human resources management
* Background in Finance, Hospitality & Garment Industry
* Policy development
* Recruitment
* HR Operations
* Around 5 years of experience.

**Work History**

**Executive- Human Resources** | Crusaders Technologies India Pvt. Ltd. February 2020 – Till Date

Corporate Head Office- Safdarjung Enclave, Delhi

Incorporated in 1991, Crusaders India Pvt. Ltd is a manufacturer and distributor of world class Air Purifiers and is working under the brand name of Crusaders since 2005. We have a strong E-Commerce led distribution to cater to the retail segment with presence on Amazon, Flipkart and SnapDeal.

Responsibility Areas:

* End to end recruitments
* Background verification
* Preparation & execution of official documents:
  + Offer & Appointment letters
  + Confirmation & Service certificates
  + Reliving letters etc.
* Onboarding for all the new joiners
* Attendance Management
* Payroll Inputs & close coordination with finance stakeholders for salary processing
* Exit & clearance formalities

**Freelance Recruiter** June 2018 – December 2019

Worked as freelance recruiter for various companies and for different location i.e. Delhi, Mumbai, Jharkhand etc.

**Executive- Human Resources** | Meena Bazaar February 2016 – September 2016

Corporate Headquarters- Gurugram, Haryana

Meena Bazaar is a revolution in Indian ethnic wear, with its impeccably aesthetic sense of designing glammed up in authenticity of tradition.

Responsibility Areas:

* End to end recruitments
* Background verification
* Preparation & execution of official documents:
  + Offer & Appointment letters, Confirmation & Service certificates Reliving letters etc.
* Onboarding for all the new joiners
* Attendance Management
* Database Management
* Facilitation & Coordination on company events & reporting
* Payroll Inputs & close coordination with finance stakeholders for salary processing
* Exit & clearance formalities

**Executive- Human Resources** | Zostel Hospitality Pvt Ltd November 2014 – December 2015

Management Office- Okhla, New Delhi

Zostel is one of the largest network of backpackers' [hostels](https://en.wikipedia.org/wiki/Hostel) founded in [India](https://en.wikipedia.org/wiki/India), and one of the country's first. The chain of hostels has presence across 36 locations in India and [Nepal](https://en.wikipedia.org/wiki/Nepal). Zostel further dived into a new project known as [ZO Rooms](https://en.wikipedia.org/wiki/ZO_Rooms) in November 2014, which was a low-budget, technology-driven hotel chain.

Responsibility Areas:

* Recruitments & Zone-specific hiring
* Job Posting & Advertisement on the Job role
* Conducting different interview modes
* Offer & Appointment letter preparation along with Offer release
* Exit & clearance formalities
* HR Database Management
* Employee File Management
* Payroll input preparation
* Full & Final settlement in coordination with Finance stakeholders
* Letter & Document preparation basis the requirement

**Executive- Human Resources** | Keiretsu Consultancy Services(P) Ltd. August 2012 – September 2014

Management Office- Gurugram, Haryana

Keiretsu Consultancy Services (P) Ltd. handling a range of advisory services across various industries and jurisdiction.

Responsibility Areas:

* End to End Recruitment life cycle
* Sourcing candidates from Job Portals
* Screening and scheduling the candidates
* Maintaining data
* Support the complete hiring cycle (JD, sourcing, calling etc)
* Sourced candidates for Big 4 firms i.e. PwC, EY, Deloitte, Grant Thornton.

**Education**

University Collage of Commerce & Management of Science, M.L.S.U, Udaipur, Rajasthan 2010 - 2012

**Master of Human Resource Management**

Law College, Dhanbad, V.B. University, Hazaribagh, Jharkhand 2004 - 2008

**L.L.B**

S.S.L.N.T. Woman’s College, Dhanbad, V.B. University, Hazaribagh, Jharkhand 2000 - 2004

**Bachelor of Commerce**

S.S.L.N.T. Woman’s College, Dhanbad, V.B. University, Hazaribagh, Jharkhand 1998 - 2000

**I.Com.**

**Affiliations & Certifications**

Law practice at Dhanbad Court, Jharkhand 2008 – 2009

Management Workshop organized by the faculty Master of International Business 2010

Stress Elimination Workshop organized by faculty Master of Human Resource Management 2011

Industrial Training at Human Resources Division, HRH Group of Hotels, Udaipur, Rajasthan 2012

Industrial Summer Training Human Resources Division, Bharat Coking Coal Limited, Dhanbad, Jharkhand 2011

Diploma in Computer Application, Dhanbad, Jharkhand 2009

**Additional Statistics**

Gender : Female

Date of birth : 5th Feb 1984

Father’s Name : Shri Bateshwar Jha

Marital Status : Single

Languages Proficiency: English, Hindi

Hobbies : Listening to music