**ARTI MISHRA**

**Sr. Hr Executive**

**PROFILE**

I am Arti Mishra who has strong passion and interest for recruitment and operations. Seeking a challenging career in the field of Human Resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

**CONTACT**

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488/9E, Dilshad Garden delhi-95.

**EDUCATION**

**Govt. Girls Sr. Sec. School- 2005**

10+2 (C.B.S.E)

**Delhi University - 2008**

B. A PASS (Arts)

**3D Animation MAAC - 2010**

3D Max ,Photoshop, after effects.

**EXPERIENCE**

**Company**: - Design House India pvt Ltd - [Aug 2019 to May 2020].

**Position :** - Sr. HR Executive

**Job Responsibility** –

* Recruitment (through portals & consultants) & Selection cycle for employees
* Handle the End to End recruitment.
* Screening & Short listing candidates profile as per requirements.
* Co-coordinating with candidates for interview, discussing the profile
* Conducting telephonic interview before short listing candidates.
* Interacting with candidate, doing initial screening, understand their competence & skills sets, making them understand job role.
* Providing complete information about the company and position with the candidates.
* Performing detailed reference check with the Candidates.
* Prepare the offer letter of the candidate and handle the complete process of Joining.
* Organize birthdays, employee get-togethers, functions, events, games for the employees
* Handling employees grievances.

**Company**: – Global consultant – [Sep 2017 to Aug 2019].

**Position Held :** - HR Executive

**Job Responsibility** –

* Involved in IT and Non IT recruitments on pan India level.
* Sourcing via different mediums such as portals and social media.
* Interviewing knowledge and making offers.
* Documentation of employees.
* Database management & maintenance and updation of data of candidates.

**Company**: –MVG HR Solutions – [Feb 2014 to Till Aug 2017].

**Position Held** - HR Recruiter

**Job Responsibility-**

* Involved in IT and Non IT recruitment on PAN India level.
* Sourcing potential candidates for our client’s requirement.
* Sourcing through portals, data base, references.
* Taking telephonic interviews, screening for further process.
* Scheduling interviews taking follow-ups for joining process  
  and updating clients.

**KEY SKILL SET**

* Ms-Word
* Excel
* Outlook Express
* Internet Surfing

**Declaration**

I hereby declare that all the details furnished above are true and best of my knowledge.

**(Arti Mishra)**