Harsh Bhuranda

[Harshbhuranda999@gmail.com](mailto:Harshbhuranda999@gmail.com)

9811904545

# Objective

To work with reputed organization where my knowledge and potential can be used and rapidly to grow and contribute toward professional goals by understanding challenging assignment for better exposer for my self development also.

# Experience

**Global India Manpower service**

**HR Recruiter**

**Job Duration from 7 January 2020 to 8 October 2021**

* Hiring candidates from various job portal like Naukri.com,Indeed and LinkedIn and others also.
* Screening of candidate through preliminary interview to judge their suitability for the requirement.
* Posting job vacancies on different job portal and making job description with my senior.
* Taking telephonic interview of candidates and shared an update with my senior and our clients.
* End to end recruitment of candidates and maintain their follow up.
* Provide their job offer emails or letters and answer queries about their compensation and benefits.
* Responsible for reference and background checks of a candidates by verifying employment information and contacting the professional and personal contacts provided by the candidates

**Franchise Trade**

**HR Executive**

**Job duration from 11 October to till date**

* Be responsible of end to end recruitment from various job portal.
* After discuss with management, design the job opening and posted over various job portals.
* Taking interviews of candidates who shortlisted from the preliminary round of interviews and tracking them till their joining
* Conducting their training and orientation program of new candidates as well as existing candidate
* Doing the salary negotiation with the candidates and giving the joining date as well while sharing the offer letter
* Tracking employees attendance from attendance software and through this find employees absence and half day
* Doing exit and joining formalities of candidates through the company process.
* Also being responsible of doing quality check of employees and share with management and conducting their training for improvement
* Verifying the documentation of candidates also responsible for reference and background checks of new candidates

# Education

Completed my graduation in **B.A (**Human Resource Management**)**

**12th CBSE**

**10TH CBSE**

# Awards and Acknowledgements

* Art and Culture Association (Dramatics)
* NSS (National Social Service)