

SURBHI HAZARNIS

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Job Location – Gurugram, Haryana

OBJECTIVE

To earn experience in human resources and to utilize my skills and abilities that can leverage professional growth to make a positive contribution as a part of an organization where my work and efforts will be appreciated.

EDUCATIONAL QUALIFICATIONS

Course Examination	Institution/ University	Year of Passing
• MBA in Human Resources & Marketing	• Amity University	• 2015-2017
• Bachelors in business administration	• Prestige Institute of Management	• 2012-2015
• CBSE All India Senior Secondary Certificate Examination XII	• Carmel Convent Sr. Sec. School	• 2011-2012
• CBSE All India Senior Secondary Certificate Examination X	• Carmel Convent Sr. Sec. School	• 2009-2010

WORK EXPERIENCE

1. HR | Quadeye (QE Securities LLP), Gurugram | Feb 2021 – Present

Key activities:

- Handling end-to-end recruitment for Quadeye and acting as the TA lead.
- Experienced across a spectrum of HR functions, including talent acquisition, budgeting, sourcing, candidate management, stakeholder management, vendor coordination, offer negotiation, onboarding, and offboarding.
- Guiding and mentoring new team members.
- Managed recruitment drives effectively, ensuring a well-rounded mix of hires from various sources, including on/off-campus and lateral recruitment.
- Act as a single point of contact for designated candidates for all recruiting-related questions and concerns.
- Liaising with external agencies to outline our hiring needs.
- Gained expertise in working on tools like Greenhouse, Lattice, HROne, Hackerrank, and Mettl, Naukri, LinkedIn Recruiter.
- Transmitting employee data to the payroll department to ensure timely payroll processing.
- Managing internal HR operations and logistical needs.
- Implementing creative employee engagement activities and managing event planning.
- POSH Committee Member
- Prime for the Company's social media handle.

2. Associate, Talent Acquisition | India, EMEA, APAC in Ciena Corporation, (Gurugram) | June 2019 - Feb 2021.

Key activities:

- Managing the recruitment cycle, working directly with the hiring managers & candidates, working across multiple time zones & conducting reviews with stakeholders.
- Weekly reports related to active job requisition, filled job requisition, new hire data, etc.
- Worked with external recruiting agencies, direct applicants, campus hiring, and referrals.
- ATS – Workday
- CRM – Phenom People
- Recruiting Software – SeekOut, Naukri, LinkedIn Recruiter, Phenom, etc.
- Prime for Ciena Glassdoor page (Global & local)
- Proactive sourcing as per the Workforce Planning (WFP) and business insights from priority organizations
- Support Talent acquisition-related projects and initiatives
- Supporting recruitment activities globally
- Supporting campus drives for various groups.
- Arranging Domestic and international travel for visiting candidates

3. Recruitment Associate | ZS Associates (Gurugram) | April 2018 - April 2019 (Payroll of Mindpool Technologies Pune)

Key activities:

- Professional experience in the end-to-end recruitment process.
- *ATS - SuccessFactors*
- Supporting business consulting in line with in-house open positions as well as coordinating various recruitment drives.
- Supporting campus drives for various business capability groups.
- Handled all aspects of operations and logistics for in-house requirements.

4. Recruiting Coordinator | Peoplescout – A Trueblue Company (Gurugram) | June 2017 - April 2018

Key activities:

- Professional experience in HR backend operations for Recruitment process outsourcing.
- Handled reports and all other internal portals.
- *ATS – SuccessFactors*

INTERNSHIPS

- During MBA: June 2016 -July 2016 Talent Corner H.R. Services Pvt. Ltd
Project Title: A study on the Recruitment Process with reference to Talent Corner HR Services Pvt. Ltd.
- During BBA: Future Retail (Big Bazaar, Dindayal Mall, Gwalior, (M.P). Project Title: A Study on Job Satisfaction of Big Bazaar Employees

ACADEMIC ACHIEVEMENTS & CERTIFICATIONS

- Participated in “The Great Essay Writing Competition” organized by Amity University Noida.
- Presented and published a paper in a National Seminar Organized by Prestige Institute of Management Gwalior on Financial Matters from a Global Perspective titled The Impact of Induction Program on Job Performance – A Study on Banking Sector.
- Secured 1st Position in Gwalior Parivartan - Sagacitas at ITM University, Gwalior.
- Secured 1st Position in Remedial Showcase: Safeguard Mother Earth’s Halo in a Pragatipath Event organized by Prestige Institute of Management Gwalior.

LANGUAGE SKILLS

- English, Hindi, and Marathi

HOBBIES

- Exploring travel and new avenues.
- Experiencing my hands on trying new food.
- Listening to music.