



**Human Resource and Education Management Professional** with 7 years' experience

#### KEY SKILLS

- HR Management
- Staff Recruitment & Retention
- Sourcing
- Planning & execution
- Leadership & Interpersonal
- Pipeline creation
- Orientation & Onboarding
- Training & Development
- ATS Management

#### PROFESSIONAL ASSIGNMENTS

##### **Talent Acquisition Specialist -Technical**

**May 2022-Present**

###### ***Key Role and Responsibilities:***

1. Monitoring of sourced profiles and conducting technical Interview
2. Owned the full cycle of technical talent recruitment process.
3. Managed and streamline the entire selection process.
4. Responsible for final discussion related to joining, CTC and other HR related tasks with candidates.
5. Conduct employee onboarding and organize orientation program.
6. Assisting the team to improve or enhance their job performance by providing relevant feedback.
7. Resolving queries related to the flow of the work in the organization.
8. Scheduling interviews for candidates across multiple roles.
9. Experience with applicant tracking system & guiding its functionality to others in the system.
10. Ensure all pre-employment forms will be completed within the stipulated time framed by the organization

##### **Online Teaching**

(Byju's Whitehat Jr)

**May 2020 – April 2022**



###### ***Key Role and Responsibilities:***

1. Responsible for teaching code (HTML, JavaScript, CSS & Python) to students as per the defined curriculum.
2. Maintained schedule of classes and worked up to 40 hrs./week
3. Took more than 2000+ classes. (Including Paid & Trial)
4. Provide training to teachers deliver the class without any hindrance.
5. Conducting workshops at regular intervals to enhance their knowledge in respect to their particular domain.
6. Review student's progress, provide feedback to the parents & Manage student behavior in the online session.

##### **Sr. Pre-School Co-Ordinator & Administrator**

Shri Ram Global Pre-School

**June 2017 – March 2019**



Manage all Pre-school activities around Human resource management, Event management and Overall school functioning and coordination.

###### ***Key Role and Responsibilities:***

1. Managing school teachers with their schedules and activities for helping them execute daily scheduled routine work
2. Leading and managing various in-school and out-school excursions/events on behalf of the school. Coordination with all critical functions (top management, teachers, security, transport etc.) to help execute the same smoothly.

3. Coordinated and scheduled all pre-employment screenings for new hires
4. Prepared recruitment and applicant tracking reports for all company-wide recruitment activities
5. Provides support and assistance to management team on handling and resolving Human Resources issues
6. Managed meetings with Senior Management and ideate with strategic mindset to help improve HR Dept
7. Coordination and management of external agencies and vendors
8. Develop institutional policies and make certain that the policies are in accordance with legal requirements (example PCC police verification etc.)
9. Help in conflict resolution between different departments to ensure business continuity

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### **Consultant**

Ratna Sagar Pvt. Ltd., New Delhi

Oct 2015 – Sep 2016



### **Key Role and Responsibilities:**

1. Developed job success profiles to align talent with the job requirements to aid my clients' recruitment and selection processes
2. Streamlined recruitment and hiring processes
3. Communicated, trained, and interpreted human resource policies and procedures to establish uniform understanding
4. Website management (ratnasagar.co.in / ratnasagar.com)
  - a. Helped build group website from grounds up
  - b. Suggested and Implemented several UI changes for better design and usability
  - c. Website administration and management

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### **HR Trainee**

New Saraswati House Pvt. Ltd. (S. Chand Group Company)

Jul 2014 – Aug 2015



### **Key Role and Responsibilities:**

1. Provide assistance with recruiting process by scheduling interviews
2. Employee on-boarding
3. Managed functions like Induction, Employee attendance etc.

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### **EDUCATION**



- **B.Ed.** from MDU University (2013)
- **MCA** from IP University (2012)
- **BCA** from GNDU University (2009)
- **Higher Secondary Examination** from CBSE (2006)

### **PERSONAL DETAILS**

**DOB:** 14<sup>th</sup> Sep 1988

**Marital Status:** Married

### **CERTIFICATION**



- Master in Human Resource Management



### **ONLINE TOOLS KNOWLEDGE**



### **INTERNET SPEED**

100 Mbps



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