

NISHA

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Faridabad, Haryana

OBJECTIVE

I am having 3+ Years experience in recruitment and I want to explore more towards other HR activities by working with a startup/reputed and growing organization.

Currently working on 3rd party payroll with SLN Facility Management (Client company: Infosys) as Talent Acquisition (from Feb 2022 to Till now)

Job responsibilities:

- Working on IT profiles for RPO & S2H.
- Coordinating between candidate & interview panelist. Taking parts in drives.
- Checking everything thoroughly each & every detail for candidates & maintaining a tracker.
- Taking candidates' video interviews & offering the salary.
- After selection, taking care of releasing their offer letter & making them join.
- With continuous communication, helping the candidates to get them connected to the process and working at Infosys. This helps in lasting the relationship with candidates.
- Offering suggestions on improving the process .

Worked with Swar Yantra Technologies as HR Executive (from Mar 2019 to Feb 2022)

Job responsibilities:

- Worked in full-cycle recruiting for technical positions (90%) & Non-technical (10%) profiles.
- Created sourcing strategies & timelines to recruit, source, and the attract talent
- Working experience with Angel.co, Naukri, indeed, LinkedIn, hirist & other portals.
- Experience in posting, sourcing, screening the candidates as per the requirement.
- Was taking the 1st round of interview with an assignment/assessment test of candidates and took care of other technical rounds of interviews.
- After selecting the most deserving & interesting candidate, releasing their offer letter, document verification, onboarding & exiting formalities as well.
- For the recruiting process for my own company & other clients, I was handling 5 recruitment Agencies. I coordinated among vendors & clients.
- Knowledge in using web & mobile based ATS.
- Gave contribution in solving complex & business problems
- Taking care of other office activities.

Other responsibilities apart from Human Resource:

Being working in a startup company there is no boundary for the roles & responsibilities.

- I have experience in html, css & basic js.
- Requirement gathering & creating documents clients for better development of application from clients
- UI/UX design on Figma for mobile & web application
- I have working knowledge of Canva
- Manual testing of web & mobile application
- Market research & creating documents
- Discussing the problems & providing the solutions for better project management & creation

SUMMER TRAINING

At HCN Academy (consultancy)

From: March 2016 to May 2016

Job Responsibilities

- Promoted HCN through various medias (which includes personal interaction with MR's)
- Influenced MR's to Get registered
- Telecalling and Meeting with training and placement department of colleges

EDUCATION QUALIFICATION

Qualification	Board/university	Percentage	Passout year
MBA(HR&MRKT)	MDU, DAV Institute of Mgt	73.4%	2017
BBA	MDU, K.L. Mehta college	72.6%	2015
12 th	CBSE, Rawal Convent School	77%	2012
10 th	HBSE, Sardar Patel School	65%	2010

COMPETENCES/SKILLS

1. **Functional**:-Task priority, team work, leadership skill, quick learner, self motivated, time management.
2. **Technical** :- Ms office, excel, powerpoint, HTML, CSS, JS (basic).

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Date:

Place: Faridabad

Nisha