

PRACHI AGGARWAL

CONTACT

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EDUCATION

2023

PG- MBA: Human Resource & Finance

AKTU, Ghaziabad, Uttar Pradesh

2020

B. Com

CCSU, Meerut, Uttar Pradesh

2017

Intermediate: Commerce

PDMK Inter College, Ghaziabad, Uttar Pradesh

2015

Matriculation

PDMK Inter College, Ghaziabad, Uttar Pradesh

CERTIFICATIONS

- Tally GST ERP9

LANGUAGES

English, Hindi: Native language

English: C1

Advanced

Hindi: C2

PROFESSIONAL SUMMARY

- Forward-thinking HR leader with proven record in improving personnel management strategies to enhance workforce morale and performance. Decisive and strategic planner with strong history in IT industry.
- Results-oriented HR Recruiter practiced in developing and establishing strategic recruitment strategies and identifying appropriate talent. Offering years of comprehensive experience sourcing diverse, high-caliber candidates by maximizing internet resources, social media and referrals. Committed to successfully managing phases of full-cycle recruiting from initial sourcing and screening through offer negotiations and onboarding.

WORK HISTORY

December 2022 - Current

HR Recruiter, SDAD Technology, Noida, India

- Onboarded new employees within Timeframe.
- Generated appropriate job descriptions and proposed salary structures for different hired positions.
- Negotiated with newly hired candidates to determine their expectation and compensation.
- Managed full recruitment lifecycle for new hires since 2022.
- Shortened list of suitable candidates by creating and administering tests.
- Handled multiple job portals for enhanced recruitment process.
- Updated on social media to increase maximum count of quality hirings.

SKILLS

- Recruitment event planning
- Telephone interviewing
- Employee onboarding
- JobAdder
- Talent acquisition
- Candidate screening
- Virtual recruitment
- Employer branding
- Candidate relationship management
- High volume recruitment
- Recruitment service promotion
- Computer related Operations
- Hands-on over the multiple job portals

ACCOMPLISHMENTS

Master or proficient

- Loyal employee with solid understanding of training and mentoring employees
- Dedicated team player, proactive and hands-on in task completion
- Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline
- Consistently works to attract new business opportunities
- Talent in administrative oversight, recruitment processes and customer service improvements.