




# SHUBHIKA

H R R E C R U I T E R

 7982618304

 shubhikakumari@gmail.com

 New Friends Colony , New Delhi

## SKILLS

- Human Resources
- IT recruitment
- Non-IT Recruitment
- Sourcing
- Job portals
- Screening
- Lead Generation
- Strong Communication
- Business Development
- MS Office

## EDUCATION

**DIPLOMA - HUMAN  
RESOURCES MANAGEMENT**

**UDEMY**

2023- PRESENT

**MASTERS IN HISTORY**

**IGNOU**

2021- 2023

**BACHELOR IN ARTS**

**UNIVERSITY OF DELHI**

2016 - 2019

## PROFILE

Motivated HR recruiter with experience in talent acquisition, candidate screening. Proven ability to identify top talent in IT as well as in Non IT. Passionate about contributing to organizational success through effective recruitment strategies.

## EXPERIENCE

**NaukriA2Z Consultancy Sevices**

**HR RECRUITER**

Nov 2022- Present

### Responsibilities

- Utilize job portals such as Naukri, WorkIndia ,Shine.com, Monster.com, and LinkedIn, as well as other sourcing techniques, to identify top talent for open positions.
- Screen resumes and job applications to ensure that only qualified candidates were considered for the required roles.
- Collaborate with hiring managers and candidates to conduct interviews using various reliable recruiting and selection tools/methods, including video and phone interviews, technical assessments, and reference checks.
- Follow up with candidates throughout the hiring process to ensure timely and efficient onboarding.
- Maintain accurate and up-to-date records to track the progress of each candidate.

**Hipla Technologies Pvt. Ltd.**

**LEAD GENERATOR**

May 2022- Nov 2022

### Responsibilities

- Generated leads through emails, bulk mailing, and cold calls, resulting in increased sales and revenue
- Scheduled and conducted product demos, and followed up with clients to answer questions and address concerns
- Maintained accurate records of leads and client interactions to track progress and identify areas for improvement.