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Summary

I am seeking a dynamic role in the HR domain to leverage my communication, leadership, critical thinking, agility, global exposure, 2.5 years of work experience and creativity to bring innovative solutions and actionable insights to support various strategic and HR processes at the company and provide seamless experiences for all stakeholders. I can help teams flourish, build robust working reports at all levels, and use logic in a human-centric approach.

Experience

Human Resources Manager

Interestopedia India Private Limited

May 2021 - Present (2 months +)

Responsibilities:

- Designing the Job Ads.
- Interviewing candidates for business development and internal & national expansion (External Relationships).
- Leading and building two Batches of Business Development Department.
- Managing and coordinating with the subordinates and AVPs, and Vice President.
- Doing Strategic planning, implementing them, monitoring, and taking updates from the teams to get the expected results.

Impact:

Brought a change in job descriptions and the recruitment process of the company, which not only led to an increase by 70% in showup rates in interviews but also the quality of candidates has improved which 3x efficiency of the department of the business development Department.

Award:

#Ranked1 - Performer of the week- Got recognized in the first week of joining the organization.

Assistant Manager Human Resources

GAOTek Inc.

May 2021 - Present (2 months +)

Promoted from HR Assistant to Assistant Manager Human Resources for 3 departments tech-writers, reviewers and direct sales department.

Helped in coordination and management, and lead the team of 36 members and made sure that they are performing their assigned tasks and duties timely.

Human Resources Coordinator

Nishritha Foundation

Mar 2021 - Present (4 months +)

Responsibilities:

1. Screening Resumes, Interviewed Selected Candidates, Conducted Inductions and Onboarding new candidates and ensuring team is completing their regular tasks and updating it to the management
2. Working closely with management, developing new strategies with innovative ideas and processes and getting them implemented through managers

Impact:

1. Modified Selection process to increase productivity by 40%
2. Modified Job description of the relevant positions to attract qualified and right candidates.
3. Conceptualized the digital post and content on Social media platform to increase its digital presence by 33%.

Awards:

1. Recognized for the efficiency and efficient work by the HR Head and CEO of the foundation
2. Offered HR Manager position by Nishritha Foundation with the condition that I retain with Foundation.



Human Resources Intern

EY

Apr 2021 - May 2021 (2 months)

- Performed full recruitment life cycle (Requirement gathering, Sourcing, Screening, Scheduling, Negotiation closing)
- Delivered resource requests within time and cost limitations
- Maintained Employee database and Follow-ups and getting feedback from the client about a candidate.
- Demonstrated Sourcing resumes through the portal (Naukri), networking & references, Job posting and Internal Databases.
- Coordinated and scheduled with the candidates at all levels interviews followed up till the closure.
- Kept in touch with the offered candidates and keeping them well informed till the time they join.
- Established, maintained and improved client relationship by regular
- Follow-ups to keep track of ongoing requirements
- Maintained Tracker sheet and preparing a weekly report
- RPO Recruiter- Client: Microsoft

Domain experience in IT Profile: BA, Developer (MSCRM-D365), .Net Developer, Power Apps, Power BI, and Testers (Automation, Manual, F&O)



Human Resources Associate

GAOTek Inc.

Mar 2021 - Apr 2021 (2 months)

Responsibilities:

Screened Resumes, Interviewed Selected Candidates, Conducted Inductions and Achieved the given targets prior due month.

Impact:

Modified recruitment process to reduce Interns turnover by 30%

Awards:

I have not only been recognized for my effective and efficient performance but also been offered a full time paid position by GAOTek Inc. in order to retain with Company.



Talent Acquisition Associate

GAOTek Inc.

Mar 2021 - Mar 2021 (1 month)

1. Worked on Bitrix24 platform (Software) and Handled CRM
2. Connected with more than 200 potential speakers who have more than 10 years of work experience around the globe in their field over LinkedIn And Invited them for our upcoming summit.
3. Screened more than 1000 profiles on LinkedIn to select the potential speakers and filtered them and got connected with 200 high-end people. For instance, CEO, CFO, President, Vice-President, Senior Director, Director, Senior Manager of their company.



Sales Team Member

Follett

Jan 2019 - Jan 2019 (1 month)

- Handled customer feedback and ensured the enquiries are resolved with satisfaction
- Implemented leadership skills while leading team members to achieve optimized results



Sales Associate

OSL Retail Services

Apr 2018 - Sep 2018 (6 months)

- Learned the features and benefits of new and current products through actively participating in team meetings
- Used spatial awareness to monitor the behaviour of multiple customers at a time and pitched them accordingly
- Marketed products to customers using sales skills and product knowledge and closed the sale
- Did inventory management of products on the sales floor to company visual standards using strong attention to detail



Sales Agent

KSG

Oct 2017 - Mar 2018 (6 months)

- Coordinated and developed strategies and framework for organizational change in team culture to market new programs in sales, employee training and recruitment, development, and retention of employees.
- Assisted customer enquiries and helped them to apply for services
- Handled customer feedback and ensured the enquiries are resolved with satisfaction
- Worked with RBC, and Walmart World Bank credit card services achieving highest sales targets



Accounting Assistant

Seneca College

Sep 2017 - Oct 2017 (2 months)

- Worked as an Accounting clerk, where my work was appreciated with the skills and knowledge

- Helped in searching out some of the minor mistakes which made a lot of differences in calculations

Education



Oxford Brookes University

BA (hons) Business and Management, Business, Management, Marketing, and Related Support Services

2020 - 2021



Seneca College

Human Resources, Human Resources Management

2017 - 2020

Graduated with Perfect Score 4.0 GPA holder: "A" .

Besides studies, I took Did lot of volunteering activities and other paid activities to enhance my leadership and soft skills in Seneca College.



The Emerald Heights International School, Indore

Grade 12, Commerce + mathematics : 81%

2015 - 2016

Played 5 sates : 3 gold 1 silver 1 bronze

Played 4 nationals : secured 1st Position in 2016 , been Unbeaten National Champion



The Emerald Heights International School

Grade: 10, General Studies: 8.4 cgpa

2013 - 2014

Chess, NCC candidate, Played CBSE west zone state tournament: Gold medalist

Licenses & Certifications



Strategic Human Resources - LinkedIn Learning · Course Certificate



Recruiting Foundations - LinkedIn Learning · Course Certificate



Performance-Based Hiring - LinkedIn Learning · Course Certificate



Talent Sourcing - LinkedIn Learning · Course Certificate



Human Resources in the On-Demand Economy - LinkedIn Learning · Course Certificate



Learning LinkedIn Recruiter - LinkedIn Learning · Course Certificate



Interviewing a Job Candidate for Recruiters - LinkedIn Learning · Course Certificate



Finding and Retaining High Potentials - LinkedIn Learning · Course Certificate



Human Resources: Running Company Onboarding - LinkedIn Learning · Course Certificate



Become a Corporate Recruiter - LinkedIn Learning · Course Certificate

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CRITICAL THINKING AT UNIVERSITY: AN INTRODUCTION - University of Leeds

4ez2xz7



Harvard delegate - Harvard US-India Initiative

1013428



Smile mentor - Seneca College



Microsoft excel - Microsoft

Skills

Leadership · Business Strategy · Management · Microsoft Office · Team Management · Employee Orientations · Employee Engagement · Negotiation · HR Operations · Human Resources (HR)

Honors & Awards



Mentor - Seneca Leadership from Smile Mentors

2018



Hr honours student - President

Apr 2020

Recognition for outstanding academic achievement in - Business Administration in Human Resources