

DIVYA

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Lucknow, Uttar Pradesh

OBJECTIVE

Goal-oriented professional with a strong background in human resources management and operational functions. Seeking a challenging position that will foster personal growth, enhance my skill set, and contribute to organisational excellence.

EDUCATION

Delhi University

Bachelors of Arts (Honors) Psychology, 2023

Minor: Human Resource Management

WORK EXPERIENCE

UpTop Careers Pvt. Ltd, Gurugram - Aug'23- Oct'24.

Assistant Manager HR

- Managed recruitment processes, including onboarding and offboarding for new hires and departing employees.
- Conducted placement drives at Delhi University colleges to attract talent.
- Oversaw vendor management to ensure timely service delivery.
- Maintain and update employee records, ensuring data accuracy and confidentiality.
- Foster a positive work environment and culture, promoting employee engagement and satisfaction.

Senior HR

- Managed comprehensive in-house hiring initiatives, focusing on sourcing, interviewing, and selecting candidates for critical roles such as sales executives, PHP developers, digital marketers, customer support executives and many more.
- Developed and maintained strong relationships with department heads to anticipate hiring needs and improve overall workforce planning and strategy.
- Implemented recruitment metrics and analyzed data to measure the effectiveness of hiring strategies, resulting in improved time-to-fill and quality-of-hire metrics.

HR Recruiter

- Sourced and screened resumes from multiple job portals, including Naukri, LinkedIn, Apna and Joybringer to identify qualified candidates for various roles.
- Conducted telephonic interviews to assess candidates' skills, qualifications, and cultural fit, ensuring alignment with job descriptions and company values.
- Collaborated with hiring managers to understand specific role requirements and optimize job postings, resulting in a more effective recruitment process.

HONORS & REWARDS

- Received Letter of Recommendation from Tareeqa Global Solution Pvt Ltd.

SKILLS

Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for data reporting and presentations.
- Skilled in Google Workspace (Google Docs, Sheets) for effective collaboration.
- Experienced in data management and documentation practices.

Operational & Transferable Skills:

- Strong interpersonal and communication skills for effective teamwork and collaboration.
- Detail-oriented with a focus on documentation accuracy and data integrity.
- Highly organized, adept at managing multiple tasks and priorities simultaneously.
- Proficient in conducting assessments and evaluations to ensure optimal candidate fit.