

PRIYA K.

+91 9372333010



kpiya_3706@yahoo.com



Mumbai, Maharashtra, India



SUMMARY

Highly motivated and professional Human Resource with over two years of experience. Proficient in recruitment and onboarding, administration, operations, handling confidential documents, managing employee records and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

University of Mumbai

Bachelor's Degree in Commerce
2016 – 2019

Maharashtra Board

H.S.C
2014 – 2016

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in stakeholder management, vendor management, client coordination, personal assistance

LANGUAGES

- English
- Hindi
- Marathi

PROFESSIONAL EXPERIENCE

HR Executive

Cineline India Ltd | 06/2022 – 08/2022

- Handled 20% Recruitment & 80% Admin & Assistance.
- Handled joining formalities, releasing offer/appointment letters, onboarding of candidates.
- Organising & maintaining personnel records, updated database, kept a track record of personnel documents.
- Maintained the integrity & confidentiality of human resource files & records. Handled new-hire paperwork & logistics-setting up designated workstations, pc logins, email addresses, etc.

Talent Acquisition Specialist

Whitecrow Research | 09/2021 – 04/2022

- Managed End to End Recruitment process.
- Follow up with respective hiring managers and candidates to ensure timelines of recruitment process. Managed and prioritised multiple requirements to meet deadlines.
- Self motivated, responsive, and dedicated to respective managers and candidate support.
- Handled Salary Negotiation, Candidate grievances and well coordinated with managers for rolling out offers.

Associate Recruiter

Tech Mahindra | 10/2020 – 09/2021

- Handled End to End Recruitment process.
- Sourced correct resource through various resource and reference. Screening of profiles, candidate evaluation, maintaining score records. To manage all phases of onboarding the candidate from documentation to induction.
- Handled Salary Negotiation, Candidate grievance, Offer generation.

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PROFESSIONAL EXPERIENCE

Recruiter

HR Consultancy | 06/2019 - 12/2019

- Managed recruitment process.
- To understand client requirements.
- To evaluate resumes and applications.
- To source candidates using database, social media, etc.
- To match the most suitable candidates to different positions.
- To create relationships with job seekers and provide advice.
- Facilitate and finalise agreements between candidate and employer.