



# IPTISHAKUSH WAHA

Human Resources Manager

## CONTACT

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### Email-

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### LinkedIn:-

<https://www.linkedin.com/in/ipfisha-kushwaha-a3a28b1b9>

## Professional Summary

Effective at developing and implementing recruitment campaigns and applicant tracking systems. Proficient in full recruitment cycle, including candidate hiring, onboarding and training processes. Well-versed in developing and strengthening relationships with internal team members, companies and applicants in orders to quickly fill open technical or non technical positions with best-fit candidates. Proficient in sorting resumes, determining applicant eligibility and performing skill assessments.

## ORGANISATIONALEXPERIENCE

TASKAR GLOBAL PVT. LTD.

LUCKNOW | 1<sup>ST</sup> June 2020 – Current

**Designation:HumanResourcesManager**

### NatureofWork:

Sourcing, screening, interviewing and hiring the candidates for various positions.

Experienced in Volume/Mass Hiring

Proficient in recruiting candidates from all levels Junior to Senior Level.

Conducting the exit interviews and using the feedback for the overall improvement of work culture.

Proper implementation of various HR policies across the company.

Conducting interviews for Management level.

Issuance of offer letters to selected candidates.

Sourcing of candidates through LinkedIn, Naukri, Indeed, WorkIndia etc. Co-ordinating with various department heads for their talent requirements.

To keep record of employee data.

Issuance of offer letters to selected candidates.

Grievance Handling.

Processing F&F settlements & Exit interviews.

## ACADEMIC QUALIFICATIONS

Year	Degree/Certificate	Institute	CPI/%
2020	MBA	ICCMRT	7.58
2016	Bachelor of Commerce	National PG College	60%
2013	Intermediate(XII)	Central Academy	78%
2011	High School(X)	Central Academy	7.6

## SUMMERTRAINING/INTERNSHIP :-

**HDFC Bank ( 11 June,2019-31 July,2019 )**

– Coordinate and delegate the task to the appropriate person of the team

– Update and keep employee records in check

– Assisting in the recruitment and interview processes

### **Rao IIT Academy**

– Worked as HR intern for 6 months

## **EXTRA-CURRICULAR ACTIVITIES**

Volunteer at NGO named **Ehsaas**

Worked in the organizing team of Cultural Fest Parvaaz (2k19) at ICCMRT, Lucknow

### **Skills:-**

Strong communication

Confidence

Good listener

Time management

Teamwork

## **Interests**

Recruitment, Training and development

**Declaration:** I here by declare that the above information given by me is true to the best of my knowledge & belief.

Date

Place