

SAKSHI SAHU

PGDM (HR & Marketing)

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OBJECTIVE

To acquire a challenging position in the organization where I can best utilize my HR skills and knowledge to provide high-end value-added support services to human resource needs. I am always keen to learn new things which are assigned to me for my capacity building.

Work EXPERIENCE

Organization : Wenger & Watson

Designation : Associate Consultant

Duration : Oct .2021 to Present

Clients : From Oct. 2021 to Jan.2022- Worked for Zeta Suite .

: From Feb 2022 to June 2022- Worked for Walmart and Dunzo

: From June. 2022 till date- Working for Reliance AJIO.

- Key Responsibilities**
- : Sourcing, Screening and shortlisting the CV's through job portals, Referrals, networking, job postings and headhunting.
 - Solid knowledge of sourcing techniques through job portals (Naukri), social media recruiting through LinkedIn, referrals, networking, job postings and headhunting and Boolean search.
 - Strong Follow ups within Peers/Clients.
 - Coordinating with RPO Managers and understanding requirements and deciding on the recruitment strategy.
 - Scheduling the interviews of shortlisted candidates with the technical panels.
 - Coordinating with the candidates post interviews and updating them about status of their interviews and further interview rounds.
 - Taking feedback of the interviews from the HM's/RPO Managers.
 - Follow up with the shortlisted and selected candidates till the joining date.
 - Reporting to the concern Manager for all the activities of Recruitment
 - Maintaining database & MIS activities
 - Handling End to end IT recruitment process.
 - Interacting with vendors for all levels of IT Recruitment
 - Understanding the client's requirements with regards to skills, position, experience, locations, roles and responsibilities

Organization : HCL Technologies Ltd.
Designation : HR Intern
Duration : July.2021 to Present Sep.2021
Key Responsibilities : Shortlisting candidates source through various portal (i.e. Naukri, LinkedIn, Internal Referrals and Headhunting.) & validating them on their experience & interest on role.

- Screening calls to analyze applicant's skills, experience & also salary part. Interview candidates combining various methods (Structured interviews, technical assessments & behavioral questions).
- Scheduling candidates for interview events; establishing close contact with candidates to ensure participation in interview events.
- Also responsible for fulfilling the hiring the Recruiters into the TAG.

Skills:

IT: -Test Engineer – Automation/Manual testing, Java, Dot Net, DevOps, AWS (Amazon Web Services), Full stack Developer. Frontend Developer, Python Scripting, Data Analyst, It Asset Management, Cloud Automation, Oracle DBA, etc.

Organization : Tata AIG General Insurance Company
Designation : Channel Sales Manager
Duration : March.2020 to March.2021
Key Responsibilities : Recruitment of Agents through various sources to ensure achievement of Business targets.

- Accountable for Training and Development of Each Agent thus recruited and activating them as per the company guidelines.
- Responsible for execution of the organizational strategy to ensure desired business results. Maintain & enhance service levels provided to the clients thus ensuring sustenance of the existing business.

SUMMER INTERNSHIP

Organization : Metro Cash and Carry
Duration : 1st May.2019 to 30th June.2019
Profile : Intern
Key Takeaways

- Learn how to handle customer queries.
- Learn how to perform in corporate environment, operations work, HR related work.

ACADEMIC QUALIFICATIONS

- PGDM 2020 Institute of Management Studies with 7 CGPA.

IT SKILLS

- MS Office (Excel, Word, PowerPoint)
- HRIS
- SAP

CERTIFICATE PROGRAMME / WORKSHOPS / CONFERENCES

- Attended a 24 Hr. **Microsoft Office Specialist International Certification Training** held at IMS Ghaziabad (2018)
- Participated in a certified '**Student Development Program**' conducted by **Global Human Resource Development Center (GHRDC)**, New Delhi (2018)
- Attended seminar '**Symposium on Leading Transformation for Organization Excellence**' at IMS Ghaziabad (2018)

INTERESTS

- Recruitment
- job design
- Performance management
- Employee development and engagement

ACHIEVEMENTS

- Actively participated in **BUSINESS HATT** at IMS Ghaziabad.
- **EVENT CORDINATOR** in **MELANGE 2K18** at IMS Ghaziabad.
- Completed a **Course on Computer Concept (CCC)**
- Completed **Google Certified** online course **Digital Marketing Fundamentals**

DECLARATION

I, **Sakshi Sahu**, hereby, declare that the information provided above is true to the best of my knowledge.

Date:

(Sakshi Sahu)

