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ANKITA TRIPATHI

HR EXECUTIVE

SUMMARY

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

PROFESSIONAL EXPERIENCE

HR Recruiter

Aug '21 - Present

Quess Corp Pvt Ltd

Noida

Aug 2021- Present

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like Monster and Naukri.com etc).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Prepare and distribute assignments and numerical, language and logical reasoning tests.
- Advertise job openings on the company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Participate in job fairs and host in-house recruitment events.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them on board.

Research Trainee

Apr '21 - Aug '21

Concept Venture Pvt Ltd

Gorakhpur

April 2021- July 2021

- Tracking the media coverage of a product or service in the print media, social media, and radio or TV advertisements.
- Designing and using research tools such as questionnaires, focus groups, and interview schedules to collect relevant information pertaining to a media campaign.
- Analyzing press releases, as well as broadcast coverage and assessing the effectiveness of the media campaign.
- Presenting monthly findings to the marketing and corporate executives of a company to discuss the results of a media campaign.
- Communicating with reporters and journalists about a certain product or service and garnering positive publicity.
- Working with clients to review their advertising efforts and point out strengths and weaknesses in their media campaign and arrange DI for Certain prospective personality.
- Entering relevant marketing and media-related data into client databases.
- Keeping up-to-date with advertising trends, the media industry, as well as competitors in the same field or industry.

EDUCATION

M.B.A, IN HR AND MARKETING

Jul '19 - Aug '21

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY

Gorakhpur

One of the Best and Top Rank college in U.P.

- GPA: 8.34 / 10 Honors

M.Com in Marketing

Jul '17 - Jul '19

Deen Dayal Upadhyay University of Gorakhpur

Gorakhpur

A State University established under Uttar Pradesh State University Act 1973

- First Division (70%)

B.Com

Jul '14 - Aug '17

Deen Dayal Upadhyay University of Gorakhpur

Gorakhpur

A State University established under Uttar Pradesh State University Act 1973

- First Division (60%)

SSC in PCM

Ratna Memorial Public School

Gorakhpur

One of the best CBSE Board School in Gorakhpur

- First Division (66%)

HSC IN allsubject

Ratna Memorial Public School

Gorakhpur

One of the best CBSE Board School in Gorakhpur

- First Division and Scholared Student (80%)

INTERNSHIP

Intern - HR Recruiter

Jun '20 - Aug '20

EPITOME TRC

Indore, M.P.

45 Working Days

- Design andupdatejobdescriptions
- Sourcepotentialcandidatesfromvariousonlinechannels(e.g. social media andprofessional platforms like Monster and Naukri.com etc)
- Craftrecruitingemailstoattractpassivecandidates
- Screenincomingresumesandapplicationforms

Intern - HR Recruiter

Aug '20 - Nov '20

Aashman Foundation

Noida

3 Months

- Learning about Recruitment and Selection Process
- WorkingonprovidingPlacementandTrainingforallnewhires.
- HelpingontheirOnboardingprocess,andhelpingthemwiththeirnewhirepaperworkandwiththeInductionPrimavera process.
- Assisting 20-30 Candidates with their job roles and responsibilities.
- Handling the MIS Team.

Intern - HR Recruiter

Jul '20 - Aug '20

Decode Career

Noida

1 Month

- Learning about Recruitment and Selection Process.

ADDITIONAL INFORMATION

- Languages: English and Hindi

KEY SKILLS

- Excellent understanding of MS Excel
- Sound knowledge of HR works.
- Problem Solving Skills, Data Entry, Microsoft Office Skills, Customer Oriented, Pressure Handling Skills, Target Oriented, Quick Learner
- Multitasking and Sound knowledge of HR Analytics.
- MS Excel, Google Sheet and MS Word.
- Leadership Skills and Writing Skills

PROJECT

- IMPACT OF HIRING DECISIONS, COMPENSATION PACKAGE AND HR ANALYTICS ON ORGANIZATIONAL EXCELLENCE and it published in VOICE INDIA.
- Presented Seminar on topic IMPACT OF IOT ON HUMAN RESOURCES MANAGEMENT.

EXTRACURRICULAR ACHIEVEMENTS

- Amongst the top rank holder throughout the academy.
- Volunteered in college Fest Abhiyudhya, Member of Ishan Management.
- Wins the Miss Fresher Tag Contest and also Received many Awards.
- Served as the Captain of theKabadi teaminmy college days.
- Actively Participated in different seminar and conference.

