

NAINCY JAISWAL

New Ashok Nagar, Delhi

8804255646 | jaisnaincy9211@gmail.com

 <https://www.linkedin.com/in/naincy-jaiswal-8731aa1ab>

Objective

Self-motivated, efficient and thoughtful human resources professional with 2 years of experience in the industry and I believe my strengths and skills make me a perfect fit for Recruitment/HR functions.

Summary

- Proficient in Adaptability and Quick learner.
- Goal oriented and always ready for learning new and interesting things.
- Result oriented: Ability to achieve the target within given time

Experience

- **Hr executive/Technical Recruiter** 12th October 2022 - 24th May 2023
IDC technologies Pvt Ltd

Enrolled in activities of preparing JD, interview coordination, documentation, onboarding, induction and orientation, event management and employee engagement.

Experience on payroll like:- basic wage, HRA, allowance, PF(provident fund), ESI (Employees' State Insurance)

Coordinate employment offers with management and extended offers to selected candidates.

Having experience to work with different clients like Tech Mahindra, Infosys, Mindtree, TCS (full time and C2H).

Expertise in end to end recruitment for internal and external hiring.

Explained employee compensation, benefits, schedule, working condition and promotion opportunities.

Captured key feedback from employees during exit interviews.

- **Senior Recruiter / Team leader** April 2022 - 7 th October 2022
HiyaMee Pvt Ltd

Enrolled in activities of preparing JD, interview coordination, documentation, onboarding, induction and orientation, event management and employee engagement.

Handling 3-4 members , delegate tasks, set deadline, monitor team performance and report on metrics.

Handling 4-5 SPOC of our clients (Tech Mahindra) and complete all the requirements before the deadline.

Develop a multifaceted rewards system that makes team members excited to show up to work every day and do their best.

Communicate expectations, assignments and responsibilities clearly and professionally

Experience on payroll like:- basic wage, HRA, allowance, PF(provident fund), ESI (Employees' State Insurance)

Understanding and analyzing the Job description and sourcing of right candidate from multiple job portals (Naukri and LinkedIn).

Telephonic screening of the potential candidates by interviewing them for technical fitment, behavioral and stability fitment to ensure efficient recruitment for the client.

Strong follow up with the clients & candidates till joining.

Checking the candidates credibility through their reference checks, document review & background verification from relevant sources.

Education

- **Master of Business Administration** 2019-2021
Galgotia Institute of Management and Technology
74 Percentage
- **Bachelor of Science** 2016-2019
Veer Kunwar Singh University
66 Percentage
- **Intermediate of Science** 2014-2016
Veer Kunwar Singh University
69 Percentage
- **Matriculation** 2014
Children's Garden School
10 CGPA

Achievements & Awards

- Awarded as a Star of the month

Certification

- **Advance Diploma in Computer Application**
Completed this offline course from 27/05/2016 to 26/05/2017 from Maruti Institute of Management and Technology.

Internship

- **Let us do it for you (LUDIFU)**
Completed online Internship as HR manager from 01/11/20 to 30/11/20 and as a Sr HR Manager of 2 months

Skills

- Talent acquisition techniques
- Candidate screening and assessment
- Relationship building
- Clear and effective communication
- Negotiating and Networking