

A N K I T P A N W A R

HUMAN RESOURCE

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PROFILE SUMMARY

To work for a well – reputed organisation for learning different HR practices of it and give my best to it. To make a way where I can apply my acquired skills and contribute to the growth of the organization and grow parallel with it.

PROFESSIONALSKILL

Recruitment and Selection	Creating and Posting Job Description
Employee Relations and Conflict Resolution	Organization Skills
Effective communication and Interpersonal skill	Teamwork and People Management

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

GRAPHIC ERA HILL UNIVERSITY DEHRADUN CAMPUS
CGPA: 8.5

2021 – 2024

CLASS 12TH

D.B.S Public School
Percentage: 61.6
Board: State Board

2017 - 2019

CLASS 10TH

Holy Angel Senior Secondary School
CGPA: 71.5
Board: CBSE

2014 – 2017

WORK EXPERIENCE

HR Executive Recruiter – HR Genix

14/05/2025 to 30/09/2025

- Manage IT or Non-IT Full end-to-end recruitment process,
- Sourcing candidates through multiple channels such as job portals (Naukri, LinkedIn, Indeed),
- Screening resumes based on technical skills, experience, culture fit and role relevance, ensuring quality shortlisting,
- Conducted HR screening calls to assess communication skills, career goals, salary expectations,
- Coordinated and scheduled technical and managerial interview rounds,
- Maintain regular follow-ups with candidates to ensure positive candidate experience and reduce dropouts,

- Maintained recruitment trackers and reports to monitor recruitment status.
- **Reasons to leave Medical Condition.**

WORK EXPERIENCE

HR Associate – Lead Optics

8/02/2024 to 6/05/2025

- Manage the Full-cycle recruitment process, including job postings, candidate screening and interviewing, Offers and Onboarding.
- Work with hiring managers and candidate to negotiate salary commission and other compensation package.
- Deliver recruiting expertise and seamless support to high profile diverse industry clients in acquiring top talent.
- Conduct employee onboarding, orientation and ongoing training programs.
- Managed HR documentation including offer letters, appointment letters, and confirmation.
- Coordinate payroll inputs (attendance, leave, incentives, deductions) and resolved payroll discrepancies.
- Handled employee queries related to policies, payroll, benefits and HR processes as the first point of contact.
- Having payroll knowledge and tracked attendance, absenteeism, and leave record.
- Managing the performance process of employees, conducting performance reviews and give feedback to employee.
- Handle Petty cash for internal expenses and also organizing the events.

WORK EXPERIENCE – CONTINUED

Internship –

- Sourcing the Candidates through different portals like Naukri.com, Apna app, Monster.com Humgrow.com etc.
- Screening the resume of the candidates and select the most suitable candidates.
- Conduct the initial screening interview to evaluate candidates Qualification and Culture fit.
- Creates and Post Job Description on various job portals.
- Coordinate candidate interview (phone and emails) with the candidates and the company HR.
- Prepare reports on all recruiting activity and update senior members of the hiring team.
- Follow up the candidates till joining and maintain their records according to company norms.

INTEREST

HR Analytics

Employee Benefits and Compensation

Business Analytics

Labor law and Compliance

Consulting

Training & Development and Leadership

LANGUAGE

- **ENGLISH** – Proficient
 - **HINDI** - Native
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ACHIEVEMENTS & AWARDS

- During my school time I won medals and certificates on inter school competition.
- I won 10KM Marathon Certificate at District level.
- During my first internship I achieved **Emerging Star Certificate** (for onboarding desired candidates under hiring project).
- I also won **Super 30 Performer** certificate (having regards to the recruitment)
- Completed **TCSION** Communication Skills Certificate.
- Completed **HUMAN RESOURCE MANAGEMENT** Certificate provided by Great Learning Academy.