



# Abha Gautam



## EXPERIENCE RENAME

July 2023 - Current

Human Resources Recruiter Training birlasoftware prvt.lmt | Lucknow, India

- Conducted initial phone screens and interviews to assess candidate qualifications.
- Created job postings, posted ads on job boards, and sourced passive candidates.
- Reviewed resumes and cover letters for appropriate keywords, experience, and education level.
- Scheduled on-site interviews with hiring managers and provided feedback to applicants.
- Coordinated background checks and reference verifications for selected candidates.

August 2022 - January 2023

HR Talent Acquisition Naukri solution and nefel communcitaion | Lucknow, India

- Created and posted job descriptions on job boards, online communities and social media sites.
- Assisted with recruitment efforts, including job posting and interviews.
- And I have worked on many portal like just dial,taleo and success factor.

📍 ALIGARH, India 202001

☎ 7983536755

✉ abhagautam.0602@gmail.com

## SUMMARY

Versatile human resources talent acquisition and recruiter with 1 years of experience working with different companies contacts to secure qualified staff. Well-versed in business operations, administrative management requirements and relationship-building strategies. Motivator, cooperation and coordination team player possessing outstanding multitasking and communication abilities.

## SKILLS

- Hiring and Retention Strategies
- Recruitment Strategies
- Conflict resolution
- Employee relationship development
- Empathy and sensitivity
- personnel recruitment
- good communication

## WEBSITES, PORTFOLIOS, PROFILES

- abha-gautam-b98521246 and abhagautam.0602@gmail.com

## EDUCATION AND TRAINING

Persuing MBA from SRMU UNIVERSITY.

BBA / Aligarh College Engineering And Technology.

Intermediate / Gagan Public School.

High School / Gagan Public School.

## ACTIVITIES AND HONORS

- Dancing
- sport like Basketball
- reading books

## ACCOMPLISHMENTS

- had an opportunity to be the part of these 6 training certification course provide by TAREEQA GLOBAL SOLUTION which helped me to expand the knowledge in field of hr. Generalist and Payroll training, Advance ms excel training, Talent acquisition training, Recruiter training, Interview cracking skills
- winner of harmony 2023 ( rampwalk, modelling) of srmu

## LANGUAGES

Hindi and English: First Language