

# 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 postal (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** : 1<sup>st</sup> May.2019 to 30<sup>th</sup> 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)**

