

MADHULIKA

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📍 C-1359/8 Indira Nagar



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

05/2019 -
Present

ICICI Prudential Lifeinsurance Pvt. Ltd.

HR intern

- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate
- Prepare or maintain employment records related to events such as hiring.
- Explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Schedule or conduct new employee orientations.
- Review employment applications and job orders to match applicants with job requirements.
- Stakeholders Management
- Organising of Managerial development and effectiveness program.
- Campus hiring and scheduling.
- Solving employee queries on HR perspectives.
- Offer generation and employee onboarding.

01/2018 -
05/2018

Medecho

Placement consultant

- Identifying locum requirements of different hospitals under NHS and private sector.
- Develop pool of doctors from the database.
- Telephonic interview and evaluate doctor's work history, education, job skills, qualifications.
- Maintained all legal document of doctors, as per the NHS guideline.
- Negotiated with doctors and managed their work time sheets.
- Coordinate with management and other departments for administration and remuneration of doctors.

06/2017 -
12/2017

Antal international Network
Associate Consultant

- Worked closely with Top-management Professionals to understand their leadership requirement within the consumer durable , lightengineering,Pharma and automotive industry.
- Responsible for developing new clients & Key accounts.
- Connect with Market leaders to understand career advancement expectations & consult them with suitable opportunities.
- Actively develop market knowledge to enable to generate business and business pipeline, through canvass calling, use of marketing, networking and lead generation.
- Indulge in senior assignments to develop appropriate sourcing strategies like Head Hunting, LinkedIn search, internal database search (Recruit studio), Naukri search, Monster etc, for roles across function.
- Marketing the company for business growth.
- Development, monitoring and measurement of key initiatives and targets that drive and maintain business growth.
- Interaction with clients and partner
- Develop a pool of qualified candidates in advance of need.
- Provided quality candidates for hiring managers by assessing hiring needs through detailed job qualifications and candidate testing.
- Sourced and identify candidates through Internet sites, effective online ads, applicant tracking system, and referrals.
- Interviewed candidates by phone, and in-person to evaluate applicant's work history, education, job skills, qualifications against open requirements.

EDUCATION

2018-2020	Banasthali vidyapeeth MBA 80
2014-2017	Banasthali vidyapeeth Bachelor of commerce 75 %
2012	Kendriya Vidyalay XII 75%
2012	Kendriya Vidyalay X 74

SKILLS

- Operating System : Windows XP, Vista, Windows 7-10, MacBook. Knowledge of MS-OFFICE, MS DOS. Recruit studio.

PROJECTS

- **Recruitment and training**
MBA project