

ARTI SAINI

Human Resources Professional

P 8279312683

E artisaini1831@gmail.com

LinkedIn - <https://www.linkedin.com/in/arti-saini-280179175> Location - Noida

SUMMARY

A strong commitment to enhancing organizational culture and employee experience is showcased, alongside a comprehensive background in HR management and talent acquisition. Extensive expertise in streamlining HR processes and driving engagement initiatives is emphasized, aligning closely with goals centered on creating a supportive and productive workplace. A passion for fostering employee growth and implementing strategic HR policies is evident, driven by a solid foundation in advanced HR analytics and operations.

EDUCATION

- ◆ Master of Business Administration, HR
BIET, Jhansi
CGPA 62.3 / 10.0
- ◆ Bachelor Of business Administration, HR
Glocal University,
CGPA 62.3 / 10.0
- ◆ Intermediate
S.S.P School
Percentage **79.7 / 100**
- ◆ High School
S.S.P School
Percentage **69.8 / 100**

EXPERIENCE

05/2025 - 11/2025

Noida - UP

Sr. Executive – HR

NetAmbit Value First Service Pvt Ltd.

- Sourcing suitable profiles through various channels and coordinating the screening process to ensure the right talent fit.
- Coordinating with stakeholders for offer letter generation
- Uploading and managing candidate documents on the Manch portal and ensuring end-to-end verification
- Handling salary negotiation in alignment with company policies
- Inviting candidates for interview for specific job requirements.
- Coordination with Candidates as well as Stakeholders

06/2024 - 01/2025

Noida - UP

Team Leader - HR

Tradeindia.com

- Managing the entire employee's life cycle.
- Manage the complete recruitment cycle for pan India from sourcing to onboarding.
- Identifying the company's hiring needs and managing the recruitment process to ensure it runs smoothly.
- Conduct new hire orientations and facilitate the onboarding process to ensure a smooth transition for new employees.
- Streamlined attendance and leave management processes by implementing accurate tracking systems.
- Addressed employee concerns, resolved issues, and maintained a congenial work environment in the workplace.
- Creating, implementing, and evaluating all human resource department policies, procedures, and structures.
- Drive various HR initiatives to engage and motivate employees.
- HR Operations (like Background verification, salary Negotiation, offer Letter process & releasing the offer letter, submitting reference check from
- Compliance of HR Practices & Policies in conjunction with management pertaining to exit, F&F Settlement & induction
- Assisting team in planning search strategies and facilitating sourcing and screening of appropriate profiles according to the job specification.

07/2022 - 05/2024

Noida -UP

Sr. Executive - HR

IndiaMART Intermesh Limited

- Cultivate a supportive workplace.
- Report to management and use HR indicators to assist in decision-making.
- Partner with hiring managers to understand talent needs.
- Efficiently managed end-to-end recruitment processes, including job postings, resume Screening, interviewing, and onboarding new hires.
- Executed PRE- and post-joining formalities for new hires, ensuring a smooth transition.
- Facilitated smooth onboarding and offboarding processes for employees.
- Resolve employee queries and escalate issues to senior management as needed.
- Accurate and timely management of complex employee data in HRIS or designated systems.
- HR Operations (like Background verification, salary Negotiation, releasing the offer letter, submitting reference check from.

HR Internship

06/2021 - 07/2022

ITC Private Limited

- Supervise the recruiting team.
- Update recruiting procedures or create new procedures.
- Responsible for creating and releasing offers.

Achievements -

I won three gold medals in event from BIET Jhansi, and Award student of the year in my batch from BIET Jhansi, (2022)

SKILLS

MS Office (Excel, PowerPoint, Word)	Team Lead	Recruitment	HR Operations	HR Analytics	Sourcing
Employee Life Cycle	Employee Engagement	Onboarding	Attendance Management	Knowledge of HR systems and databases	
Stakeholder management and Talent acquisition	Employee Relations	Joining Formalities	Exit Formalities		
Performance Management	Leave Management	Klimb & Darwin box	ERP		