

ARTI SAINI

Human Resources Professional

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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 - 07/202

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

