

Pooja Jalwania

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Date of Birth: 24/09/1998

PROFESSIONAL SUMMARY

Result-driven senior HR executive with 2+ years of expertise in human resource management and talent acquisition. Adept at overseeing large recruitment volumes. Dedicated towards encouraging HR excellence and enhancing the organization's overall success.

WORK EXPERIENCE

Square Yards Consulting Pvt. Ltd, Pune | June 2023 – Present

Senior HR Executive (May 2024 – Present) | HR Executive (June 2023 – May 2024)

- Spearheaded **end-to-end recruitment** processes, including talent sourcing, screening, interviewing, and onboarding.
- Managed recruitment for **Pan-India locations and Gulf countries**, ensuring timely closures across diverse markets.
- Worked closely with department heads to understand hiring requirements and maintain a steady talent pipeline.
- Led **salary negotiations** with candidates while ensuring accurate and timely completion of **offer documentation** and approvals.
- Conducted **employee onboarding and induction** processes for new joiners.
- **Organized HR sessions** for policy awareness, engagement, and updates.
- **Resolved employee grievances** effectively, contributing to the development of a supportive and positive organizational culture
- Maintained candidate and employee records using **HRMS tools**.
- Explored and implemented **AI tools in HR processes** for better efficiency and decision-making.
- Managed smooth **exit processes** including interviews and documentation.

Our Property Advisor, Pune | June 2022– July 2022

HR Intern

- Assisted in end-to-end recruitment including understanding job requirements, creating job descriptions, and preparing offer letters.
- Conducted candidate screening and first-round face-to-face interviews.
- Coordinated subsequent interviews with department leaders and hiring managers.
- Managed offer processing, documentation, and joining formalities to ensure smooth onboarding of new employees.
- Supported HR operations and maintained accurate candidate records throughout the recruitment process.
- Generated leads by posting ads on various job portals including Naukri, Hirect, Job Hai Recruiter, Placement India and Indeed.
- Scheduled the further round of interviews with the General Manager and Director.

CORE COMPETENCIES

- Talent Acquisition & High-Volume Recruitment
- Employee Onboarding & Offboarding
- Employee Relations & Grievance Handling
- HRIS & Data Management
- Stakeholder Management & Leadership
- Communication & Interpersonal Skills

EDUCATIONAL QUALIFICATION

ISBS PGDM, Pune

PGDM in HR (2021 – 2023)

Govt. Commerce College, Kota

B.com (2016 – 2019)

ACHIEVEMENTS

Quarterly Performer Award,

(Square Yards Consulting Pvt. Ltd.) (Q1 & Q3, 2024)

Recognized for successfully managing a high-volume recruitment drive, overseeing employee relations and coordination with department heads

