

VIKRAM BISHT

HR - EXECUTIVE

SUMMARY

Dynamic and detail-oriented HR Executive with hands-on experience in end-to-end recruitment, client handling, and onboarding processes. Proven track record at Beet Root Consultancy in enhancing hiring strategies and building strong relationships with clients and candidates. Committed to continuous learning, process improvement, and fostering a collaborative work environment.

CONTACT

Phone: 7248572391

Email: vickylx777@gmail.com

Address: Laxmi Nagar, New Delhi

SKILLS

- Talent Acquisition & Recruitment
- Candidate Sourcing & Screening
- Client Handling
- Interview Coordination
- Onboarding Processes
- MS Office & Recruitment Portals (Naukri, LinkedIn, Shine)
- Communication & Interpersonal Skills

EDUCATION

12 th

Vivekanand Vidhya Mandir 2019

10 th

St. Joseph Public school 2017

LANGUAGES

- Hindi - Native
- English - Proficient

EXPERIENCE

HR Executive - Talent Acquisition

Beet Root Consultancy - June 2024 to present

- Taking care of hiring across all functions
- Working on client requirements as part of staffing services both contractual and permanent positions
- Sourcing resume from job portals, employee reference, Linked-In
- Screening profiles as per JD and coordinating with hiring managers/clients for shortlists
- Coordinating interview process
- Pre and post offer follow up
- Assisted in onboarding new joiners.
- Participated in continuous learning and development to enhance my knowledge and skills as a recruiter.
- Negotiated salaries, benefits packages, and start dates with successful candidates.

Domain Experience in hiring

- Automotive
- Manufacturing
- Electronic
- Consumer
- Appliances
- Non - It
- Aerospace

IT Teacher

S.V.M Public School • May 2021 – May 2024