

Simran Gurung

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Summary

Enthusiastic and personable HR professional eager to grow experience in HR policies and practices. With my interpersonal skills and communication skills I would like to coordinate, implement and achieve people's trust attentively. Hence, with my knowledge I am seeking to leverage HR personnel expertise into managerial role as HR Executive.

Work History

LanceSoft Inc

Healthcare Recruiter, Dehradun, Uttarakhand

05/2022 - 08/2022

- Serving as a driving force by bringing healthcare unit and the skilled health professionals under one roof as per their needs.
- Developing and executing recruitment strategies to identify top healthcare talent; categorized into Allied and Clinical profile.
- Effectively utilizing job boards like indeed, career builder, job diva, Linked in and other search engines for sourcing the suitable candidate.
- Conducting initial round of interview to get better understanding of candidates skills and licenses he must possess to continue further.
- Creating candidate pipeline from sourcing stage till he or she gets placed.
- Coordinating with the candidate in all stages and ensuring smooth on boarding a week prior to the contract renewal.
- Maintaining vast data of candidate and clients for future perusal.

Oil and Natural Gas Corporation

HR Assistant, Dehradun, Uttarakhand

03/2021 - 03/2022

- Responsible for interviewing and assisting in bringing new trainees onboard.
 - Ensuring HR related documentations are properly maintained and communicated precisely.
 - Acting as a mediator between the vendors and the organization.
 - Planning and assisting HR Coordinator in employee engagement session to boost morale and bring productive outcome.
 - Cooperating in organising activities and programs for employees as per the roster records.
 - Maintaining and submitting the progress report of trainees at the end of week.
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Education

Management

Graphic Era Hill University, Dehradun, Uttarakhand

04/2020

- Master's degree in Human Resource Management with CGPA 7.76
- Participated in management workshops- HR conclave.

Management

Graphic Era University, Dehradun, Uttarakhand

04/2018

- Pursued Business management degree in HR and Marketing specialization.
- Scored CGPA 7.79

Business Studies

Doon Presidency, Dehradun, Uttarakhand

05/2015

- Completed SSC and HSC in commerce background.
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Skills

Communication skills, Active Listener, Presentation Skills, Negotiation skills, Microsoft Office

Hobbies

- Reading and Journal writing.
- Artistic activities like mandala, line art illustration.