

GIRIRAJ UPADHYAYA

EXECUTIVE – HR



📍 Delhi, India

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SKILLS

- End to end Recruitment.
- Team Management
- Stakeholder Management
- Salary negotiations and closing offers
- MIS reporting
- Specialization- Non-IT Recruitment
- Bulk Hiring
- Onboarding

PROFILE SUMMARY

- Handling new recruits in their On-boarding and Probation life cycle.
- Authentication of document and background verification
- Digitalization of key activities

EXTRA CURRICULAR

- Event Management Training in AMAR UJALA2013.
- On job training in BIG BAZAAR2014.

PERSONAL PROFILE

Name – Giriraj Upadhyaya
DOB – 25-08-1991
Marital Status – Unmarried
Father's Name – Mr. S.K Upadhyaya

CAREER OBJECTIVE

To succeed in an environment of growth and excellence. Earn a service which provides me stability and self-growth along with the organization by professionally as well as monetary.

PROFESSIONAL EXPERIENCE

Mbd Group | Delhi

Executive- HR

December 2021 - Present

- **End to End IT/Non-IT Recruitment:** JD preparation, Job posting, Screening CVs, short-listing candidates, scheduling interviews and conducting HR roundof interview.
- Taking first round interview of upper level, and line-up final round with concern person/department.
- Salary negotiation and offer process.
- Working on multiple openings in IT and non-IT domain at a time
- Handling end to end recruitments for the organization for PAN India
- Conducting background verifications.
- Salary negotiations.
- Generating and maintaining reports to track the recruitment processes.

Arth Microfinance Pvt. Ltd | Jaipur

Executive- HR

September 2019 – April 2020

- Posted employment opportunities with various employment websites.
- Responsible for taking interview up to Credit Officer/Officer level with salary negotiation
- Taking first round interview of upper level, and line-up final round with concern person/department.
- Ensuring Employment verification of candidates from previous employer- Reporting Manager & HR.
- Issuing Offer Letter after finalization of candidates.
- Taking response from YBL communication candidates after response.
- Responsible for preparing joining kit, documentation and Master Data of newemployees.
- Issuing Appointment Letter, Job description & CTC Sheet if all documents are complete.
- Issuing ID Cards, SIM cards, Email ID, Login ID in coordination with Admin and IT manager.
- Sharing Joining information to concern Branch/Department.
- Preparing Master Data and Maintenance of Personal files.
- Issuing various letters to employees as per instruction from DM-HR.
- Conduct Exit Interview while receiving resignation and Providing No Due
- Certificate & Charge Handover Certificate for getting Clearance

R.K. INDUSTRIES | Bareilly

Executive- HR- MIS

February 2017 – June 2019.

- Posted employment opportunities with various employment websites.
- Responsible for screening resumes to determine which candidate meet the minimum requirements.
- Short listing resumes and arranging technical training for the staff. verifying documents and employment screening background verification of new joined employees.

EDUCATION

2015

MBA | Marketing & Finance

Invertis University, Bareilly

2013

B Com (Honors)

Regional College, Bareilly

2010

Senior Secondary

NIOS, Braeilly

2008

Secondary | General

Hartmann College, Bareilly

LANGUAGES

English

Hindi