

Akanksha Varma

RZ C2 Block 28B Dabri Mahavir Enclave part 1 New Delhi , South
West Delhi(110045)

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Objective

I am highly proficient in onboarding and recruitment, training process. I am passionate about creating a conducive environment. Experience in HR recruitment with a passion for success team. Seeking a challenging role where I can leverage my expertise in strategic talent.

Experience

- Silaris Information Pvt Ltd** January 2025 - January 2026
HR Recruiter/ Talent Acquisition
As a Recruitment I have a proven track record of successful sourcing top talent in various industries. Creating job description and post it on various portal like workindia, Naukri.com .
 1. End to end recruitment for various sectors
 2. Sourcing candidates through job portals and referral and other channels
 3. Conducting first round HR interview to assess candidate suitability
 4. Coordinating and scheduling final round of interview for client round
 5. Preparing and issuing offer letter.
 6. Handling over selected candidates to the training team.
 7. Managing bulk hiring targets.

Education

- UP Board** 2016
10th Passed
82%
- UP Board** 2018
12th Passed
76%
- Delhi University** 2021
Bachelor of Commerce (Bcom.)
62%
- Indira Gandhi National Open University** 2024
Master of Of Business Administration (MBA)
A+

Skills

- Communication skills & Time management
- Problem Solving & Conflict resolution
- End to end recruitment / Hiring
- Decision - Making / Attrition control
- Bulk & volume hiring
- Offer letter & Joining procedure

Interests

- Watching series
- Listening music

Languages

- English (Fluent)
- Hindi(excellent)

Personal Details

- Date of Birth : 24/06/2002
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Female
- Place : New Delhi