

# Sindhi Barnwal

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## Summary

Driven Talent Acquisition specialist with 3.5 years of experience. Looking out for a role which will utilize my skills in Talent Acquisition and HR while providing me new challenges and opportunity.

## Experience

### Talent Acquisition Specialist - JindalX

Dec 2022 - Dec 2023

- Proficiency in using applicant tracking systems and recruitment tools like Naukri, indeed, Shine.com etc.
- Coordinating with various manpower consultants
- Handling employee queries and promoting a positive and productive workplace culture.
- Working closely with the hiring managers in understanding the requirements and closing the open mandates within the required TAT.
- Facilitate the negotiation process between candidates and hiring managers, ensuring a mutually beneficial offer is extended and accepted.

### Human Resources Executive - Tech Mahindra

Jun 2022 - Dec 2022

- Develop and execute recruitment strategies.
- Excellent interpersonal skills, strong commitment to the profession.
- Coordinate interviews and manage the hiring process.
- Sound knowledge of complete recruitment life cycle.
- Maintain a talent pipeline for future roles.

### HR Consultant - Tata Consultancy Services

Nov 2020 - Apr 2022

- Assisted with recruiting, interviewing, and hiring of new employees.
- Shortlisting potential candidates through online channels.

- Responded to internal inquiries regarding HR policies, procedures, payroll.
- Answered employee questions during entrance processes.



### **Internship - Pantaloons**

Apr 2018 - May 2018

### **Education**

- Master of Business Administration - MBA  
Lovely Professional University (2022-2024)
- Bachelor of Business Administration - BBA  
Arcade Business College (2016-2019)

### **Skills**

- |                      |                        |                     |
|----------------------|------------------------|---------------------|
| • Recruiting         | • Resume Screening     | • Vendor Management |
| • Talent Management  | • Performance tracking | • Social Networking |
| • Strategic Sourcing | • People Management    | • Employee Relation |
| • Onboarding         | • Payroll Management   |                     |