

# ANISHA MAHATO

HR Executive

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## Summary

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Motivated and results-oriented HR Operations professional with 3+ years of experience in recruitment, onboarding, and recordkeeping. Proven track record of effectively managing HR functions, collaborating across teams, and fostering strong relationships.

## Experience

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### Humac Solutions Private Limited

Hyderabad

HR Executive

06/2021 - Present

- Identify potential candidates through various channels, including Naukri, LinkedIn, and Dice.
- Develop and sustain a talent pipeline, ensuring a consistent influx of highly qualified candidates.
- Conduct initial screening interviews to assess candidates' qualifications and fit for the role.
- Collaborate with hiring managers to understand job requirements and develop effective job descriptions.
- Coordinate and facilitate interviews between candidates and hiring teams.
- Provide timely feedback to candidates throughout the recruitment process.
- Conduct thorough background checks on candidates using FADV and HireRight platforms.
- Coordinate with candidates to obtain necessary documentation and clarification for verification purposes.
- Assist new hires with the completion of necessary paperwork and compliance documentation through ADP and Job Diva.
- Coordinate with various departments to ensure new hires have the necessary resources and equipment.
- Provide ongoing support to new employees during their initial period to ensure a smooth transition.
- Monitor the integration and progress of new hires, addressing any concerns or issues promptly.
- Manage the accurate and timely collection of employee timesheets.
- Verify and process timesheet data for payroll and billing purposes.
- Create and issue invoices using QuickBooks in accordance with contractual agreements and company policies.
- Handle vendor inquiries and resolve payment-related issues.

### Peacock Solar

HR Generalist Intern

06/2020 - 08/2020

- Utilized Instahyre and LinkedIn to source resumes of potential candidates for open positions.
- Scheduled and conducted interviews with candidates to assess their qualifications and fit for the role.
- Assisted the selected candidate in completing the onboarding process through the ATS platform Kredily.
- Managed exit formalities for departing employees, ensuring all necessary processes were followed.

### Conscript HR Private Limited

Recruiter Intern

05/2020 - 05/2020

- Conducted resume sourcing activities on LinkedIn to identify potential candidates for open positions.
- Collected relevant data from resumes based on specific requirements provided by clients.
- Performed data validation to ensure the accuracy and completeness of collected information.

## Education

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GITAM Institute of Management

Visakhapatnam

MBA in Human Resources Management

06/2019 - 05/2021

Central University of Jharkhand

Ranchi

Bachelor of Arts in International Relations

06/2016 - 05/2019

## Skills

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Employee Onboarding • Recruitment • HR Policies • BGV • Timesheet Management • Invoicing