



## AASHI SIROHI

Human Resource Executive | Talent Acquisition | Domestic & International Hiring

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### PROFESSIONAL SUMMARY

Result-oriented Human Resource Executive with over 2.6 years of experience in end-to-end recruitment across Telecom, IT, FMCG, and Engineering domains. Proven expertise in closing numerous client requirements across domestic and international locations (India, Germany, Canada, Vietnam, etc.). Skilled in sourcing top talent, managing recruitment pipelines, and enhancing the candidate experience. Adept at collaborating with hiring managers, executing offer negotiations, and supporting onboarding processes. Committed to delivering recruitment excellence aligned with organizational goals.

### CORE COMPETENCIES

#### Recruitment & Talent Acquisition

- Full-cycle recruitment (Tech, Telecom Engineering, FMCG, Support)
- Domestic & International hiring (India, APAC, Europe, North America)
- Campus & lateral hiring | Contractual & permanent staffing
- Sourcing via Naukri, LinkedIn, Indeed, Referrals
- Interview coordination | Offer rollout & negotiation
- Successfully closed multiple client requirements
- Stakeholder Management & Engagement
- Collaboration with hiring managers & HRBPs
- Employer branding & candidate experience
- Diversity hiring initiatives
- Vendor & consultant coordination

#### Documentation & Onboarding

- Offer & contract generation | Onboarding support
- Candidate documentation & compliance tracking
- Recruitment dashboards & reporting

#### Tools & Technologies

- ATS tools | MS Office Suite | Google Workspace
- Zoom | MS Teams

### PROFESSIONAL EXPERIENCE

#### Human Resource Executive

**Marquis Technologies Pvt. Ltd., Noida | Nov 2022 – Present**

- Managed full-cycle recruitment for technical, IT, and engineering positions in both domestic and international locations.
- Closed numerous client requirements, ensuring high-quality hires within stipulated timelines.
- Sourced candidates through Naukri, LinkedIn, job portals, and employee referrals.

- Handled interview scheduling, candidate coordination, and offer management.
- Assisted with onboarding processes and documentation for India, Germany, Vietnam, and Canada teams.
- Maintained accurate hiring trackers, MIS reports, and recruitment dashboards.
- Supported document organization and contract handling for overseas staffing.

## **EDUCATION**

- **MBA – Human Resource Management**  
IFTM University, Moradabad – 2022
- **B.Com – Commerce**  
IFTM University, Moradabad – 2020

## **CERTIFICATIONS**

- HR Internship – KMAC Talent Management
- Advanced Diploma in Computer Applications (ADCA)
- Course on Computer Concepts (CCC)
- HR Management Assessment by Learntube!