



KOMAL NAGAR

ABOUT

I aspire to create a sound position in this field. A good communicator I can be the efficacious communication to come up with result. I have level of patience to sensitively listen to people. With a creative mindset and diligent work ethic, I aim to be a great asset to a company and simultaneously achieve my goal of growing in experience and knowledge in the field.

WORK EXPERIENCE

Human Resource

Get Set Resumes (1 March 2024- 14 May 2025)

1. Manage end-to-end recruitment process, from job posting to onboarding new hires
2. Utilize ATS to streamline candidate sourcing, screening, and tracking
3. Develop and implement recruitment strategies to attract top talent
4. Conduct interviews and collaborate with hiring managers to assess candidate fit
5. Coordinate with external agencies and job portals to expand candidate pool
6. Handle employee relations and HR administrative tasks as needed
7. Provide support in HR initiatives, such as performance management and employee engagement programs

Human Resource

Free Up Application (1 December 2022-1 March 2024)

- Coordinate interview schedules and follow-ups with candidates.
- Screen and validate resumes against job requirements.
- Post job openings on LinkedIn and other relevant platforms.
- Serve as a liaison between clients and the internal team for hiring needs.
- Maintain an up-to-date and well-organized candidate database.
- Support initial candidate assessments and shortlisting.
- Provide daily updates to clients and hiring managers on recruitment status.

Human RESOURCE

Clocktos (28 August 2022 to 30 November 2022)

There I Handle recruitment activities from gathering the requisitions sourcing ,interviews follow ups till the candidate joins. Maintaining Hiring and Recruitment Tracker.

CUSTOMER ONBOARDING ASSOCIATE

Apka Painter (28 August 2021-15 August 2022)

My role at this organisation was to onboard customer that mean make clients for the company who eagerly want our services and successfully schedule a visit to there places.

OPERATIONS

Planet spark (1Feb- 30 July)

There I Handle recruitment activities from gathering the requisitions, sourcing ,interviews, follow ups till the candidate joins. Maintaining Hiring and Recruitment Tracker.

SKILLS

- Observing
- Communication
- Research
- Ethics
- Patience

AREA OF INTEREST:

- Travelling
- Art
- Sports
- Reading

LET'S GET IN TOUCH

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EDUCATION

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

2018-2021 | Graduation in BA applied Psychology - I have completed my graduation from Manav Rachna International Institute of Research and Studies. I have done BA in psychology.

INDRAPRASTH UNIVERSITY

Neipid RCI,
B.ed Special Education, (2021-2023)