

Nupur Arora

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Objective

Dedicated professional with 7+ years of experience supporting US clients in industries such as retail, healthcare, and recruitment. Adept at managing teams, auditing, creating detailed reports, and utilizing various recruitment tools to enhance hiring processes. Possesses strong communication and interpersonal skills with a commitment to continuous improvement and delivering results. Demonstrated ability in streamlining processes and collaborating cross-functionally to achieve organizational goals.

Experience

- **Trueblue India LLP, Gurgaon**
December 2021 - Present
Recruiter
 - Over 3 years of experience in market research, sourcing, screening, and scheduling candidates for various positions.
 - Enhanced recruitment processes, reducing time-to-hire through effective sourcing strategies using job boards, social media, and networking events.
 - Streamlined communication between candidates and hiring managers, resulting in increased satisfaction.
 - Created engaging and accurate job postings reflecting the company's culture and the requirements of each position.
 - Pre-screened resumes, conducted phone interviews, and assessed candidates' skills, experience, and fit for the role.
 - Trained junior recruiters, improving team efficiency and overall recruitment success.
 - Coordinated interview schedules and managed high-volume requisitions to meet client staffing needs.
 - Shadowed new team members to ensure smooth onboarding and foster a collaborative, high-performing team environment.
 - Successfully served US clients, meeting their staffing needs and maintaining strong, professional relationships throughout the recruitment lifecycle
- **Bioworld Merchandising, Gurgaon**
April 2018 - July 2019
Accounts Executive
 - Managed operations related to retail merchandise, including apparel and accessories, for retail platforms such as Spencer, Kohl's, Universal, and e-commerce platforms.
 - Generated Purchase Orders (PO), Purchase Requisitions (PR), Sales Orders (SO), and handled various internal reports.
 - Provided support to customers by preparing consumer testing lab reports and sales performance reports through Retail Link and MAS tools.
 - Managed inventory updates for third-party logistics in China and the US through TOP OCEAN and integrated product-related data using PLM software ERP.
- **R1 RCM, Gurgaon**
Mah 2017 - December 2017
Analyst Intern
 - Managed the follow-up process with US insurance companies to resolve claims and update their statuses.
 - Processed multiple files and identified denials to ensure appropriate resolution.
 - Met daily productivity and quality targets, improving efficiency within the team.
 - Assisted in training new team members to ensure smooth operations and high performance.
- **Guardian India Operations Private Limited, Gurgan**
Nov 2015 - February 2017
Team Member
 - Processed files accurately and met monthly targets in a high-paced environment.
 - Maintained and reported on daily processed files, ensuring timely and accurate updates.
 - Coordinated with team members to achieve group objectives and ensured smooth operations during peak

periods.

- Led performance monitoring, focusing on process improvement and meeting individual and group targets.

- **Quattro Mortgage Solutions, Gurgaon**

Feb 2017 - April 2018

Process Associates

- Researched and identified construction-related documents for various counties in the US.
- Created a database for critical documents, including Notice of Commencement, Bond, and Lien.
- Worked across different counties, ensuring thorough attention to detail and reducing data entry errors.

Education

Course / Degree	School / University	Grade / Score	Year
MBA, Business Administration	IIBM, Meerut		2017-2019
Diploma in Applied Finance & Account	NIIT, Gurgaon		Feb 2015- Sep 2015
B.Com	School of Open Learning, Delhi University		July 2012- Nov 2015

Skills

- Recruitment: Candidate Sourcing, Pre-Employment Screening, Candidate Tracking • Team Management: Team Building, Cross-Functional Collaboration, Team Leadership • Operations & Reporting: Process Improvement, Documentation, Reporting Tools (Retail Link, MAS) • Software Proficiency: MS Office Suite, Affinix, Workday, PLM ERP • Interpersonal Skills: Communication, Cold-Calling, Relationship Building • Analytical Skills: Data Entry, Data Analysis, Report Generation

Achievements & Awards

- Postgraduate Program in Applied Finance & Accounts – Sep 2015 • Project Management – May 2017 • Green Belt Professional – May 2017 • Digital Marketing Professional – Jul 2018 • Accounts Executive Training – Oct 2019 ACCOMPLISHMENTS • Best Employee of the Month • Awarded National Cyber Olympiad Winner