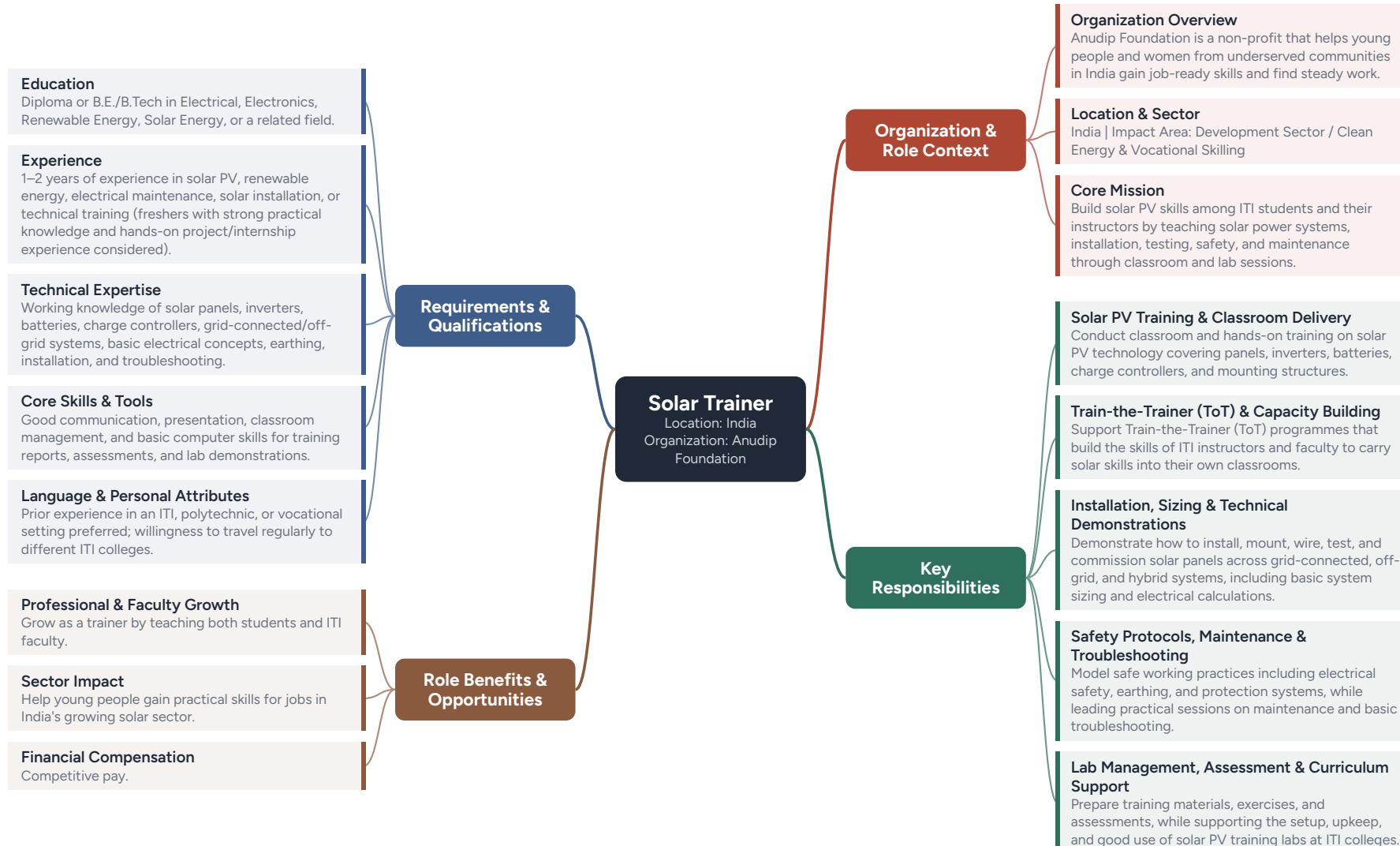


The Skill Guru Foundation

HR Executive in Gurugram | The Skill Guru Foundation | ₹2-3 LPA

Gurugram, Haryana · full-time · entry level · ₹16,667 - ₹25,000 /month · Closes 28 Nov 2026

Application Assist →

[View on aikyamjobs.org](https://aikyamjobs.org)


Skills this role needs

MS Excel

CV Screening

Talent Acquisition

Candidate
CoordinationMeeting
Management

Job description

The Skill Guru Foundation

The Skill Guru Foundation is a nonprofit that wants learning to be free for everyone. It connects students with experts from around the world for live, one-on-one learning sessions at no cost. Beyond school subjects, it helps young people build life skills such as discipline, time management and honesty. Students can reach their Gurus through chat, recordings, photos and video calls, whether they need help with studies, guidance on personal growth, or a mentor to talk through a challenge.

Role

The HR Executive will look after the day-to-day HR work at the foundation, with a strong focus on finding and bringing in the right people. You will go through CVs, speak with candidates and employers, keep meetings on track and support the team in hiring, helping the foundation grow its work of free learning for all. The role is based in Gurugram and starts immediately.

Responsibilities

- Handle the full range of day-to-day HR work for the foundation.
- Screen CVs and shortlist candidates who fit each open role.
- Call candidates to discuss roles, share updates and arrange next steps.
- Coordinate with employers over the phone and keep them informed through the hiring process.
- Manage meetings, including scheduling, reminders and follow-ups.
- Assist the team in talent acquisition and help the foundation find the right people.
- Keep hiring records and trackers up to date in MS Excel.

Requirements

- At least 1 year of work experience, ideally in HR, recruitment or a related role.
- Working knowledge of MS Excel for tracking candidates and keeping records.
- Comfort speaking on the phone with candidates and employers every day.
- Good organising skills to manage meetings and keep schedules in order.
- Based in or able to work from Gurugram, and available to join immediately.

Benefits

- Annual CTC of ₹2,00,000 - ₹3,00,000.
- Hands-on experience across all parts of HR work, from hiring to running meetings.
- A chance to support a mission that brings free, personal learning to students.

Apply

Check your fit for the role and receive the apply link in your mailbox

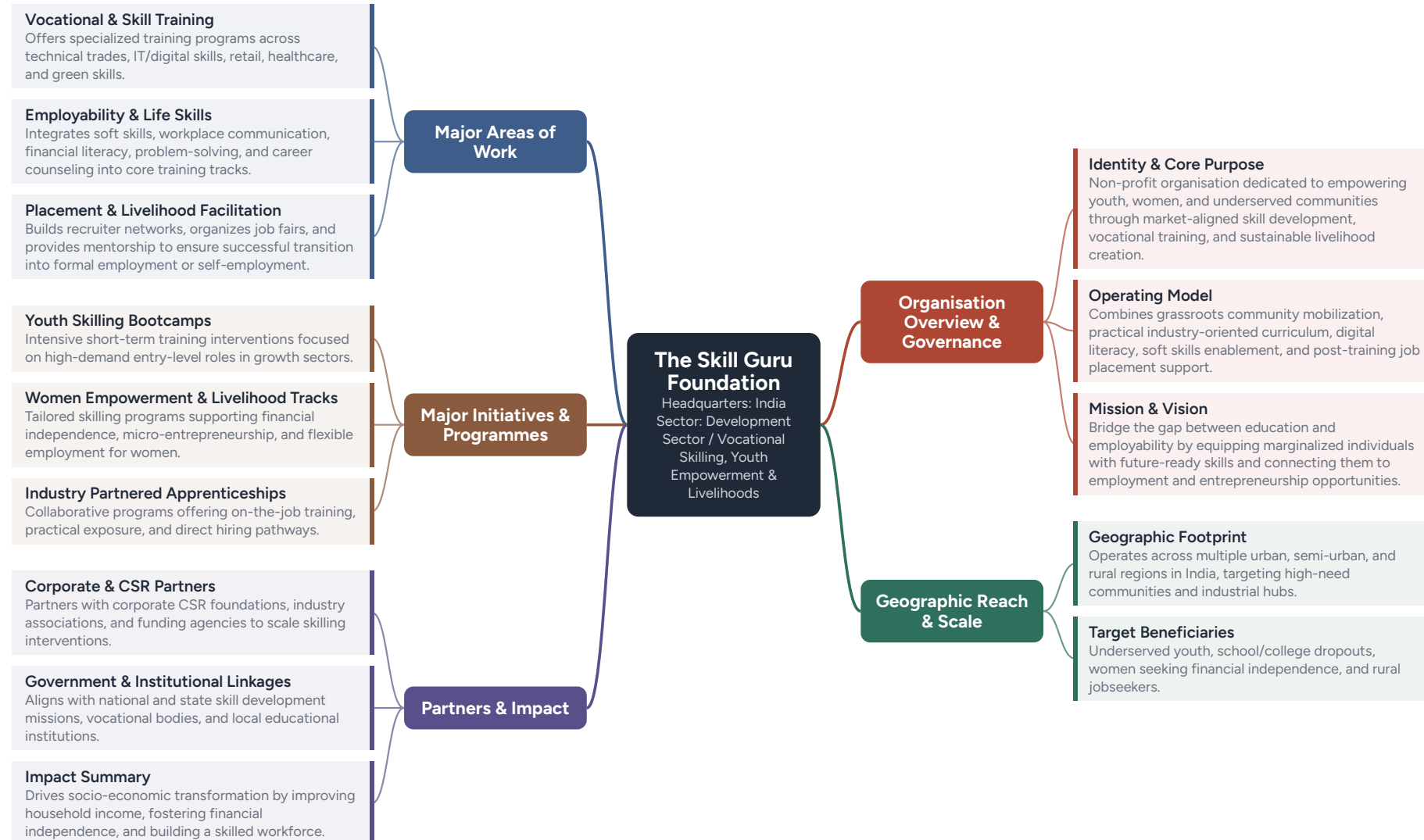
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About the organisation

The Skill Guru Foundation

Gurugram, Haryana · Education, Skill Development, Employability, Career Readiness, AI-Powered Learning

theskillguru.org ↗
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About The Skill Guru Foundation

The Skill Guru Foundation

The Skill Guru Foundation is a Gurugram-based non-profit dedicated to democratizing education by connecting learners with free, live, one-on-one mentorship from expert "Gurus" around the world. Hiring since 2024, the organisation focuses on empowering students and communities through education, mentorship, and skill development, going beyond traditional academic subjects to build essential life skills like discipline, time management, and honesty.

Youtube video

Learners can engage with mentors through chat, recorded sessions, photos, and video calls, making expert guidance accessible regardless of background or location. The organisation also runs free offline learning centres across India, in addition to its digital platform.

Major Areas of Work

- Free Mentorship: Connecting students with corporate professionals and subject experts for live, one-on-one instant doubt-solving and guidance.
- Skill Development: Building practical, real-world skills alongside academic learning to prepare young people for future opportunities.
- Life Skills & Holistic Development: Instilling discipline, time management, and personal values as part of a learner's overall growth.
- Offline Access: Running free physical learning centres to reach students without reliable digital access.
- CSR Partnerships: Collaborating with corporates to fund and scale skill-building and community development programmes.

Major Initiatives and Programmes

Find a Guru: The Skill Guru Foundation's flagship mentorship platform that connects learners with experienced mentors for personalised guidance through chat, audio, video calls, and interactive learning sessions. Students receive support in academics, career planning, skill development, and personal growth.

AI & Robotics Championship: A hands-on learning initiative that encourages students to explore artificial intelligence, robotics, coding, and emerging technologies through competitions, workshops, practical projects, and innovation challenges.

Support a Child's Education: A sponsorship programme that enables individuals and organisations to support a child's education, learning resources, and mentorship through monthly contributions, helping underserved learners continue their education.

Volunteer & Guru Network: A nationwide volunteer programme where educators, professionals, and industry experts mentor students through one-to-one guidance, career counselling, skill-building sessions, workshops, and mock interviews.

AI-Powered Learning Platform: A technology-enabled learning ecosystem that combines AI-driven recommendations with personalised mentoring to provide learners with accessible education, career guidance, and employability support.

Career Guidance & Employability Programmes: Programmes designed to prepare students for higher education and employment through career counselling, internship support, resume building, interview preparation, communication skills, and industry exposure.

Impact

- 11–50 employees, with 237 opportunities posted and 4,177 candidates hired to date
- Free offline learning centres running across multiple locations in India
- Active mentor network of corporate professionals and subject experts volunteering time
- Strong social media and community presence across Instagram, YouTube, LinkedIn, and Facebook

The Skill Guru Foundation offers opportunities for professionals interested in education, technology, business development, mentorship, employability and AI-driven learning. Employees work closely with students, mentors, educational institutions, and employers to improve career outcomes and create accessible learning opportunities at scale.

Interested? Application Assist → · Full listing: <https://aiyamjobs.org/jobs/hr-executive-in-gurugram-the-skill-guru-foundation-2-3-lpa>