# BHARTI SINGH SOLANKI

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## CAREER OBJECTIVE:-

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business with technological advancement.

## Professional Experience: -

**Total Experience**: 6.6 years

- **Company: Ahex Technologies Pvt. Ltd.**
- Sub-Company : Talent Alpha, Poland (Contract basis)
- **Designation : HR (Technical Recruitment specialist)**
- **Technology :** SAP, Pega, Salesforce, Scrum master, iOS, QA Engineer, .NET, Android, Java, Angular, Python, DevOps, Digital Marketing, Automation/Manual Tester, JDA Blue Yonder, Springboot, Node JS, Full stack, React Native, AWS, Data Engineer, System Engineer, etc.
- **Location :** Hyderabad
- **Duration :** 24 May 2021 – Currently Working

## Roles & Responsibilities: -

- ➢ IT Recruitment.
- ➢ Sourcing and shortlisting the candidates.
- ➢ Scheduling interviews.
- ➢ Handling a team of 8+ HR from various locations.
- ➢ Working closely with "**Infosys"** as it is our prime client from India.
- ➢ Negotiation in salary as per market trends.
- ➢ Hiring for various technologies like , SAP, Pega, Salesforce, Scrum master, iOS, QA Engineer, .NET, Android, Java, Angular, Python, DevOps, Digital Marketing, Automation/Manual Tester, JDA Blue Yonder, Springboot, Node JS, Full stack, React Native, AWS, Data Engineer, System Engineer, etc.
- ➢ Weekly Meeting with Managers and clients.
- ➢ Maintaining Candidate Database and all the records on share-point.
- ➢ Coordinating with managers/clients/partners for scheduling interviews.
- ➢ Handling international clients/partners.
- ➢ End-to-End hiring process.
- ➢ Takes feedback after every interview conducted by the client and provide that to the relevant partner.
- ➢ Recruitment of candidates according to the required technology.
- ➢ Ensure the availability of the candidate before every interview.

- ➢ Hiring of employees by scheduling and conducting their interviews.
- ➢ To provide slots of availability to the client as per the availability of the candidate.
- ➢ Preparing daily/weekly/monthly reports.
- ➢ To maintain tracker to track all the required information using SharePoint.
- ➢ Arrangement of training and development.
- ➢ Taking regular follow up of the right candidates and maintaining all email records.
- ➢ Sharing of information with employees.

- • **Company: GRRAS Solutions Pvt. Ltd.**
- • **Designation : HR (Technical Recruitment specialist)**
- • **Technology :** .NET, Android, Java, Angular, Python, DevOps, Cloud Computing, Digital Marketing, Automation/Manual Tester, etc.
- • **Location :** Jaipur (Rajasthan)
- • **Duration :** 1 September 2020 – 30 April 2021

## Roles & Responsibilities: -

- ➢ It Recruitment.
- ➢ Sourcing candidates through different platforms like Social Media, LinkedIn, Monster, Naukri.com, Referrals, etc.
- ➢ Hiring of new trainers for various technologies like .NET, Android, Java, Angular, Python, DevOps, Digital Marketing, Automation/Manual Tester, etc.
- ➢ To handle a team of 10+ HR at different locations.
- ➢ Shortlisting the candidates.
- ➢ Scheduling interviews for the right candidate.
- ➢ Weekly Meeting with Managers and clients.
- ➢ End-to-End hiring process.
- ➢ To arrange training sessions for new joiners.
- ➢ Campus Hiring and bulk placements.
- ➢ Maintaining Candidate Database and all the records on share-point.
- ➢ Prepares report and proposals regarding recruitment and outreach activities and responds to inquiries from students and minority agencies.
- ➢ To visit colleges/institutes/schools for conducting seminars.
- ➢ To support digital marketing team for preparing brochures and creating advertisements for upcoming batches and promotional offers.
- ➢ Scheduling demo sessions, preparing batches and update all the students about any important notifications.
- ➢ To prepare a combined report of all the locations and send that to the Director.
- ➢ Provide training to the new counselors for better approach and proper knowledge.
- ➢ Arrange meetings with all the counselors for reviews and feedbacks.
- ➢ Arranges visits and demo sessions for prospective students and parents.
- ➢ Serves independently as the point of contact for internal coordination of company as well as students and management goals utilizing specific knowledge gained of admissions, registration criteria, discounts and deadlines.
- ➢ Represent the institute to targeted colleges and companies.
- ➢ Provides career and academic counseling, planning, and advising to potential students utilizing specific knowledge gained of the technical programs and job opportunities.

- **Company : GUS Education India**
- **Designation :** Program Consultant (HR)
- **Technology :** SAP, Salesforce, Overseas counsellors, iOS, QA Engineer, Quality Testers, Manual/ Automation Testers, Web Designers, Web Developers, IT technical support, HR, Sales Head, Team Leaders,  Digital Marketing,  Marketing Managers, BDE, Business Analyst, Scrum Master, Project Manager,  etc.
- **Location :**  Hyderabad (Telangana)
- **Duration :** 11 March 2019 – 12 September 2020

## Roles & Responsibilities: -

➢ Bulk Hiring for Technical and Non-Technical Roles.
➢ Sourcing and shortlisting the candidates.
➢ Scheduling interviews.
➢ Taking feedbacks from the managers after every interview and convey the same to the respective candidate.
➢ Negotiation in salary as per market trends.
➢ Weekly Meeting with Managers and clients.
➢ Handle a team of 16+ HR.
➢ Hiring for various technologies like , SAP, Salesforce, Overseas counsellors, iOS, QA Engineer, Quality Testers, Manual/ Automation Testers, Web Designers, Web Developers, IT technical support, HR, Sales Head, Team Leaders,  Digital Marketing,  Marketing Managers, BDE, Business Analyst, Scrum Master, Project Manager,  etc.
➢ End-to-End hiring process.
➢ Maintaining Candidate Database and all the records on Excel and share-point.
➢ Coordinating with managers/clients/partners for understanding the demand and fulfilling by providing the relevant candidates as per the requirement.
➢ Handling international clients/partners.
➢ Takes feedback after every interview conducted by the client and provide that to the relevant partner.
➢ Recruitment of candidates according to the required technology.
➢ Ensure the availability of the candidate before every interview.
➢ Hiring of employees by scheduling and conducting their interviews.
➢ To provide slots of availability to the client as per the availability of the candidate.
➢ Preparing daily/weekly/monthly reports.
➢ To maintain tracker to track all the required information using SharePoint.
➢ Arrangement of training and development.
➢ Taking regular follow up of the right candidates and maintaining all email records.
➢ Sharing of information with employees.
➢ Prepares reports and proposals regarding recruitment.
➢ Performs miscellaneous job-related duties as assigned.

- **Company : Radcliffe Foundation Rajasthan**
- **Designation** : HR (Recruitment Specialist)
- **Technology :** Marketing managers, sales manager, Area Manager, Accountant, Teaching Staff, Principal, IT Team, etc.

- **Location:** Jaipur (Raj.)
- **Duration** : 01 Sep 2015 – 28 Feb 2019

## Roles & Responsibilities:-

- ➢ Sourcing candidates through different platforms like Walk-In, Advertisements, Social Media, LinkedIn, Monster, Naukri.com, Referrals, etc.
- ➢ Maintaining database of prospective candidates.
- ➢ Interacting with students& their guardians & provide them counselling.
- ➢ Maintaining daily/ weekly/monthly reports.
- ➢ Hiring of new staff.
- ➢ Maintaining daily basis and monthly reports & send them to the head office.
- ➢ Hiring of new staff for Marketing managers, sales manager, Area Manager, Accountant, Teaching Staff, Principal, IT Team, etc.
- ➢ To handle a team of  5 people at 2 different locations.
- ➢ Shortlisting the candidates.
- ➢ Scheduling interviews for the right candidate.
- ➢ Weekly Meeting with Managers and clients.
- ➢ End-to-End hiring process.
- ➢ To arrange training sessions for new joiners
- ➢ Circulate important information curriculum.
- ➢ I was also responsible to manage Radcliffe database for MIS reports with different department like telephone bills, vendor's bills, staff salary, cheque payments, etc. & to generate the reports from the database as per head office requirements.
- ➢ I was also part of the maintenance team to design new database tables & schemes.
- ➢ Weekly cross check to the banking transactional report with our database & generate payment process for individual department.
- ➢ Create IDs for new joiners.
- ➢ Create user & assign user roles.
- ➢ Hiring new staff and trained them according to the requirement.

- **Company: Techage labs Pvt. Ltd.**
- **Designation** : HR Technical Coordinator
- **Technology:** PHP, Word press, .NET, AutoCAD, HTML, CCNA
- **Location :** Noida (U.P)
- **Duration** : 10 March 2015 – 30 Aug 2015

## Roles & Responsibilities:-

- ➢ To maintain daily basis report & send that report to the Branch officer.
- ➢ To maintain database of prospective candidates & courses.
- ➢ Interaction with students & their guardians & provide them counselling.
- ➢ To maintain daily/ weekly/monthly reports.
- ➢ To prepare MIS reports of various departments.

## Certifications:-

1. Professional Industrial Training Certification of Communication, navigation, Security & IT Devices from *Airport Authority of India (AAI)* during the academic session.
2. Certificate of **PCB Designing** conducted by ROBIT (Robotics Innovation Team) during the academic session.
3. Certification of **NRC 2013-14(India's Biggest Robotics Championship)** conducted by ARK Techno solutions.
4. **Personality Development & Personal interview (PD & PI)** certificate from Innovative Brainz, Ajmer during the academic session.

## ACADEMIC CREDENTIALS:-

| Course Title | Year of Passing | Board/University |
|---|---|---|
| **MSW (Masters in Social Work)** | 2018-20 | Vardhman Mahaveer Open University, Kota |
| **B. TECH(ECE)** | 2010-14 | RAJASTHAN TECHNICAL UNIVERSITY, KOTA, RAJ. |
| **H.S.C** | 2008-09 | RAJASTHAN BOARD |
| **S.S.C** | 2006-07 | RAJASTHAN BOARD |

## Internship:-

Company         :  Airports Authority of India (AAI), Sanganer Airport, Jaipur (Raj.)
Duration        :  45 Days

## KEY SKILLS & ABILITIES:-

Operating System    :  Window XP/ 7 /8 /10
Software Handling   :  MS Office Tools (Word, Power Point, Excel), Share-Point.
Designing           :  Printed Circuit Board (PCB)
Other skills        :  Recruitment, Client Handling, International Recruitment, Reporting, etc.

## ACHIEVEMENTS:-

➢ Got promoted twice in a single year, within 6 months and then again in 3 months in my previous company GUS (Global Universities Systems) and got rank in **Top 3** performers continuously for 4 months.
➢ I was on Top performer continuously for 6 months in my past company GRRAS Solutions Pvt. Ltd.

- Got promoted twice in a year continuously for 2 years in my past company "Radcliffe Foundations".
- 3$^{rd}$ position in National Softball Championship which was held at Jodhpur.
- 2$^{nd}$ position in painting and Foodholic competition at Chandravati Group of Institutions, Bharatpur.
- 1$^{st}$ position in poster making competition.
- 2$^{nd}$ position in group dance held in Chandravati Group of Institutions, Bharatpur.

## STRENGTHS:-

- Good team player.
- Excellent Team handling.
- Very much dedicated towards my work.
- Quick learner, optimistic & self-motivated.
- Enthusiastic & Hard-working.
- Self-Disciplined & Trustworthy.
- Patience & determination.
- Creative, friendly, punctual, flexible, expressive.

# Hobbies:-

- Solving puzzles
- Painting & sketching
- Travelling & exploring places
- Interacting with new people
- Driving, Cycling, cooking, gardening, yoga & dancing

## PERSONALDETAILS:-

Father's Name              :  Mr. Bhoodev Singh Solanki
Mother's Name            :  Mrs. Rajkumari Singh Solanki
Husband Name             :  Mr. Ashvini Kumar
Date of Birth                : 15-June-1991
Present Address           :  Jaipur, Rajasthan
Permanent Address       : Bharatpur (Raj.)
Gender & Marital Status  : Female & Married
Language Known           : English, Hindi, Punjabi

## DECLARATION:-

I hereby declare that the above-mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned. If given an opportunity to serve, I assure that my performance would be wholehearted, dedicated and always to the best of my capacity and in the prestige of the organization.