**Name – Geeta Hindwar**

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| **E-mail – geetahindowar@gmail.com** |  |
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| **Mobile Number - 91-9560639285**  **Address-Iffco Colony House no 1210** |  |

**Career Objective**

A dynamic HR professional having conceptual understanding of Human Resource, with rich 3 years of experience in Recruitment/Selection-Bulk & Lateral Hiring, Employee engagement, Talent and workforce planning, Induction & On-boarding, Joining Formalities. Ability to quickly

learn organizational processes, workflows, policies and procedures of the company. Exquisite skills in generating, building, and sustaining relationships with stakeholders and interacting with decision makers in target organizations. Result-driven data oriented individual targeting assignments and rewarding opportunities in the Human Resource Management domain with an organization of high repute.

**Profile Summary**

* Metric driven HR Professional with 3 rich years of experience in Human Resource Management.
* Currently associated with as an Nagarro Software HR Recruiter - Talent Acquisition APAC -Human Resource.
* Gained diverse skill set by performing projects across the globe and Domestic Market, in handling Bulk & Niche Roles.
* Possess vast knowledge base in managing and conducting induction & on boarding programs, joining formalities, employee engagement,
* Adept at maintaining effective communication and relationship through collaboration with Clients and stakeholders.

**Core Competencies**

* Talent Management
* Talent Hunting Lateral & Niche Hiring
* Stakeholder Management
* Bulk/Volume Hiring
* Talent Mapping Workforce Planning
* Induction & On boarding Joining Formalities.
* Salary Negotiation
* Employee Engagement

**Professional Experience**

**Organization – Nagarro (Gurgaon)**

**Designation – HR Senior Analyst ( Talent Acquisition)**

**Job Duration – 17th July 2018- Present**

**Role and Responsibility**

* Being a HR Recruiter means discovering superstars in hard to-reach places. Working on one of our functional staffing teams, I play the role in Talent Acquisition team using all kind of tools and resources to uncover the best untapped talent in the world.
* Supporting hiring initiatives by sourcing, talent mapping & generating a high-quality pipeline of leads for the Engineering staffing teams worldwide.
* My responsibilities include - Sourcing, Talent Mapping and Talent Mining of qualified leads via Open Web search and other external social networks to create a talent pipeline to meet the current and future needs across the business.
* Understanding the demands of the clients and in house hiring and strategic-sourcing through various portals (Internal Careers portal, Database, Naukri, LinkedIn , HubSpot etc.) from Employee Referrals, Social Media (LinkedIn, Facebook ). Job posting in various social networking sites and job portals to attract talents.
* As a part of the Talent Acquisition Team, my role involves a pro-active approach to recruiting whereby I generate a pipeline of quality leads, develop profiles for the selected roles and skills and in turn build a real-time and strong database which can be effectively utilized by the

company.

* Scrutinizing, screening, and short listing the resumes based on specific criteria, skill set, platform, qualification, and relevant experience.

**MIS REPORTING**

* Leveraging internal tools and databases to run internal reference checks for applicants.
* Generating various reports for the management as per the formats.
* Maintaining Excel reports for the walk-in drives across locations, Maintaining the proper invites & rotating across team members.
* To maintain and update the status of current vacancies and maintain a record of all filled vacancies.
* Maintaining daily reporting of interviews scheduled for clients for internal communication & Follow up with candidates.

**Organization – Twigz Technology Pvt Ltd ( Gurgaon)**

**Designation – HR Executive Recruiter**

**Job Duration – 18th May 2015 - August 2017**

**Role and Responsibility**

* HR ( IT Recruiter ) with a passion for matching qualified candidates to appropriate, available job openings. Builds and maintains candidate’s relationships to ensure a consistent talent pipeline.
* Possessing excellent skills in recruiting and hiring processes which includes sourcing, interviewing, reference check, tracking , candidates engagement and salary negotiations
* Proficient in handling end to end recruitment activities such as sourcing, short listing, initial screening, scheduling test and interviews, co-coordinating in test, interviewing shortlisting the candidates , bulk hiring in pan India .
* Handling various projects on sourcing through job portals. Proficient in MS Word, MS Excel, MS Outlook, MS PowerPoint.
* Reviewing resumes and applications.
* Conducting recruitment interviews and providing the necessary inputs during the hiring proces
* Working with organization, recruitment to source for candidates for specific job positions.
* Communicating and explaining the organization HR policies to the employee.
* Motivate team members and junior staff to exceptional performance.

**Qualification**

* **MBA-HR from Mount Carmel Institute Of Management**
* **B.Tech** from Lovely Professional University 2013.
* **10+2** From Ursuline Inter college (Jharkhand Academic council Ranchi ) 2008
* **10th** From Roladhi Public School ( Jharkhand Academic Council Ranchi) 2006

**Academic Projects**

. I have done my internship from Siressh Mahindra in Bangalore on Employee Motivation factor

(7th August 2016 to 4th February 2017 )

. Summer Internship from Urjja Skill Village in Bangalore 2 months ( 1st April 2016 to 30th May 2016) on the given topic “Training And Development “

**Awards and Achievements**

**Academic**

* + Placement Coordinator in BTech
  + HR coordinator in college ( MBA)
  + Head of the cultural Activities ( MBA)
  + Was always elected as a Group Leader in all industrial visits (MBA).

**Seminars/Conference/Workshop Participated**

* Six Sigma Green Belt (workshop) (MBA) .
* Six Sigma Yellow Belt (workshop) (MBA) .

**Personal Profile**

Father’s Name : Mr. Prabhat Kumar Mahto

Mother’s Name : Mrs . Rangolata Mahto

Communication Address : Iffco Colony House no 1210

Gurgaon, Haryana

Permanent Address : Lakhani Enclave Samlong P.O Namkum Ranchi, ( Jharkhand )

Date of Birth : 4/01/1989

Mother Tongue : Hindi

Language known : Hindi, English, Punjabi.

Hobbies : Reading Books , Doing Yoga , Listening to Music