

# ABHA BHANDARI

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## SKILLS/CAREER SUMMARY

- Technical Recruitment
- Candidate search
- Pipeline management
- End-to-end recruitment lifecycle
- Go-to-Market Strategy
- Client Management
- Salary Negotiations
- Interview coordination
- Candidate sourcing & screening

Multi-skilled, technical recruitment professional with over 05 years of diverse experience in recruitment, travel consulting and merchandising, in diverse industries across India and North America, working with cross-functional & cross-cultural teams.

***Seeking a challenging, multi-faceted HR recruitment/coordination role with a progressive organisation***

## EXPERIENCE

### **Divine Technology, Inc.**

*Divine Technologies offers best-in-class, end-to-end services and solutions for IT recruitment and staff augmentation, cyber security, telecommunication, managed IT, software and IT infrastructure.*

**Gurgaon, IN**  
**April 2019 - Present**

### **Technical Recruiter - US staffing** **Responsibilities**

- Take care of the End to End recruitment cycle.
- Understanding client requirements and specific technical needs to shortlist suitable candidates based on strict assessment of technical skills, contractual rates and location preferences from the available pool of resources.
- Working on different Job portal such as Dice, Monster, Corp-Corp for sourcing suitable candidates
- Negotiating the contractual rates/salary with the candidates and employers
- Making timely submissions and providing requisite information to the Sales Managers.
- Maintaining regular reports in the MIS.
- Coordinating with the candidates for scheduling interviews and joining formalities.

### **White Canvas India** **Business Associate**

**Gurgaon, IN**  
**Nov 2018 - Feb 2019**

### **Responsibilities**

- Calling parents of the children qualifying for the final rounds of auditions for various competitions such as painting, essay writing or any other skill assessment competitions
- Informing parents of the venue and further details of these auditions and addressing any queries they may have in relation to the said auditions

- Maintaining a database of parents opting to attend these events and preparing daily reports of call outcomes
- Coordinating with operations and marketing teams to ensure these events run smoothly and the parents and their respective wards have an enriching experience from the events

### **Freelance HR Consultant / Recruiter Responsibilities**

**Gurgaon, IN**  
**Nov 2017 - Jul 2018**

- Searching for qualified candidates from web-based job portal, references, networking etc.
  - Screening and short-listing profiles based on the competencies required for the role.
  - Scheduling Interviews (Tele/Personal) coordinating with the Client and the Candidates
  - Gathering post interview feedback from the Client and passing on to the Candidates
  - Negotiating the salary and other benefits with the candidates / employers
  - Maintaining Database of candidates.
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### **GoFro**

*GoFro is a leading online travel marketplace in India offering complete, end-to-end travel solutions to consumers*

**India**  
**Jan 2017 - Nov 2017**

### **Travel Advisor**

#### **Responsibilities**

- Gathering travel / holiday requirements from prospects for destinations such as Bali, Singapore, Malaysia and Thailand.
  - Preparing customized, single or multi country itineraries based on the travellers' requirements, including flights, hotels, sightseeing, transfers, visa, specific meal requirements, etc.
  - Suggesting things to do, activities / sightseeing in the chosen destinations to prospective customers.
  - Working closely with the operations team to create customised holiday packages for prospective customers based on their individual needs / requirements
  - Negotiating itinerary costs and other inclusions with customers
  - Working with finance and operations teams to finalise and book the packages
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### Responsibilities

- Gathering feedback on different products from the marketing team and passing on to the in-house design team to facilitate rollout of new collections and products in line with the market needs and trends.
- Stock taking and maintenance.
- Sharing ideas and feedback with the design team in coming up with trendy new designs for the company's new collection.

### EDUCATION

<b>Indian Diamond Institute</b> <b>Surat, India</b>	<b>Graduate Diploma in Jewellery Design</b>	<b>2005</b>
<b>Maharishi Dayanand Saraswati University, Ajmer</b>	<b>Bachelor of Commerce (B.COM)</b> <i>1<sup>st</sup> Division</i>	<b>2003</b>
<b>NIIT, Beawar, Rajasthan</b>	<b>Advanced Certificate in Computers</b> <i>1<sup>st</sup> Division</i>	<b>2001</b>

**Personal Interests:** Reading self-help books, painting, cooking and spending time with my two angels