

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

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

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