Saloni Patel

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OBJECTIVE

Looking for an opportunity to enhance knowledge in Human Resource, to utilize inherent skills and contribute best to the organization for a symbiotic growth.

WORK EXPERIENCE

Business HR Executive at Mangalam Information Technologies Pvt. Ltd (1/2022 – Till Today)

Responsibilities :-
- End to End Recruitment
- Hiring for In House and Client's Requirements
- Good experience in hiring for Freelancer in different Technologies
- Sourcing candidates from Linkedin Recruiter
- Handling ATS such like; Zoho Recruiter, Asana and Google Spreadsheet to maintain Track record of candidates
- Maintain a good relation with candidates for future reference

Talent Acquisition Specialist at Teksun Inc (12/2020 – 1/2022)

Responsibilities :-
- End to End Recruitment
- Tied up with Consultancy Firm with T&C and signed the agreements
- Coordination with consultancy for the candidate details regarding CV short listing to Interview process.
- Track record of success such as Technical Recruiting, Candidate interaction, coordination and Relation
- Salary negotiation with candidates
- Employee engagement activities
- Responsible for Issuing of letters such as - Offer Letter, Appointment Letter, Experience certificate, Acceptance of resignation, Full and final settlement etc

IT Recruiter at Techno Wise (INDIA) (03/2019 – 12/2019)

Responsibilities:
- End to End Recruitment (Internal/External Recruitment)
- Sourcing Candidates from job portals (Timesjobs, LinkedIn, Naukri, etc…)
- Posting the Job requirements on leading job portals, Screening

responses and Tracking posting status
- Conducting initial round of interview and conducting induction programmers for the selected candidates
- Contacting suitable candidates sourced from job portals over the phone and e-mail, coordinating between candidates for scheduling of interviews
- Track record of success such as Technical Recruiting, Candidate interaction, coordination and Relation

Quality Assurance / Web Designer at RapidOps,Inc (03/2016 – 08/2016)
Responsibilities:
- Manual Testing (Find Bugs, Resolve it)
- Create Web Pages
- HTML, CSS, Bootstrap, Photoshop
- Convert PSD to HTML

EDUCATION   2010 - 2015

Msc(IT), Ganpat University (AMPICS – DCS)

ADDITIONAL SKILLS

Recruitment:

- Giving Training to the internal employees

- Extensive experience with Bulk hiring, high-volume recruiting

- Expertise in Team Handling, recruiting and hiring process

- Identifying and sourcing profiles through various recruitment channels using web portals, Social network sites & Referrals

Technologies hired: SAP, Java, Dot Net, PHP, Testing Concepts, Mobile Applications, SEO, Designers(Graphic / Web), Embedded System, BDE, Salesforce Vlocity, SQL Database Engineer etc…

Java Technologies: Java, JSP, Struts, Framework, J2EE, Swing, Springs, Hibernate.

Microsoft Technologies: C, C++, VB, ASP, C# and .Net, VB.net, ASP.net,C#.Net, Asp.Net MVC, Share Point.

Testing Technologies: Manual testing, Automation testing, Performance testing, Load runner, Win runner, QTP, Test Director, Silk test.

Embedded Technologies: Embedded Hardware, Embedded Firmware (Micro Controllers, Micro Processors, etc…)

Microsoft Office Package: Microsoft Word, Excel, Access, MS Teams

Programming: HTML,CSS

STRENGTHS	• Aggressive • Flexibility • Honesty • Hard Working • Willing to Learn
CORE COMPETENCIES	• Ability to work in multi cultural and multi functional environment • Communication, Presentation and Interpersonal skills • Ability to discuss issues and make recommendations to management
PERSONAL DETAILS	• Date of Birth : 6th – February – 1992 • Marital Status : Married • Husband's Name : Mihir Patel • Hobbies : Travelling, Music • Languages Known : Gujarati, Hindi, English

Saloni Patel