

## Contact

[www.linkedin.com/in/shweta-kumari-44606381](https://www.linkedin.com/in/shweta-kumari-44606381) (LinkedIn)

## Top Skills

Microsoft Office  
Microsoft Word  
Management

## Languages

Bengali  
English  
Hindi

# Shweta Kumari

Currently hiring for Data Science, Data Analytics Professionals.  
Bengaluru

## Summary

3.6 years of experience in HR Recruitment. Extensive experience in complete Recruitment Life Cycle - Sourcing, Negotiation and Delivery. Strong consulting professional skilled in recruitment-IT/Non IT hiring.

E-mail Id- [shweta.j.kumari@accenture.com](mailto:shweta.j.kumari@accenture.com)

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## Experience

Accenture

HR Recruiter

May 2018 - Present (2 years 4 months)

Bengaluru Area, India

Responsibilities Use social media networks (e.g. LinkedIn, Facebook and Twitter) to look for and connect with potential candidates Interact with professionals on niche platforms, like Github and Behance Review online portfolios and resumes to pre-screen candidates Collaborate with hiring managers to identify each position's requirements Send recruiting emails and follow up with candidates Ask for referrals from internal and external networks for hard-to-fill roles Contact past applicants for new job opportunities Develop a network of potential candidates and industry professionals Log candidate information in our Applicant Tracking System and other internal databases Identify future hiring needs and proactively source potential hires Measure and report on recruiting metrics, like source of hire and time-to-fill Proven work experience as a Sourcing Specialist, Sourcer or similar role Hands-on experience with Applicant Tracking Systems and other Human Resources Management software Familiarity with social networks, professional sites and resume databases Good knowledge of labor legislation Excellent verbal and written communication skills (particularly business email writing knowledge) Good time-management skills with the ability to handle various open positions simultaneously.

CareerNet Technologies

## Associate Consultant

July 2016 - April 2018 (1 year 10 months)

Bangalore

As an Associate Consultant my core responsibility is to meet the hiring requirements of our clients and get them the right talent at the same time. I am passionate towards my job and it gives me satisfaction to help the deserving candidates by giving them better opportunities in terms of role, responsibilities, place and package. In short I am doing what I love to.

Having 1+ Years of total experience as HR - IT Recruiter.

Handling the End to End complete Recruitment and selection process.

Recruiting candidates for different positions for leading Global IT Companies.

Proficient Experience on Sourcing profiles through various channels like Job Portals like Naukri & Monster, LinkedIn, Social media, Employee Referrals and Internal Database.

Scheduling candidates for interview and walk in drive at various locations and following them up effectively so that they do not back-out. Replacing the back-outs if any.

Schedule interviews, co-coordinate with the shortlisted candidates for next levels of interviews till closure.

Following up with candidates from scheduling interviews and selections to till Joining.

Uploading relevant profiles in clients' portal after discussion with candidates.

Coordinating Walk in interviews for candidates attending walk in interviews with in the time.

Maintaining Database of all the profiles which is submitted and which is selected & Rejected by clients.

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## Education

Bangalore University

Master's degree, HR/Marketing · (2014 - 2016)

George College of Management and Science 164

Bachelor of Business Administration (B.B.A.), Business Administration and Management, General · (2011 - 2014)