

VARTIKA VAISH

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CORE COMPETENCIES

- **Recruitment & Staffing**
- **Sourcing**
- **Head Hunting**
- **Campus/Institutional Hiring**
- **Vendor Management**
- **Client Handling**
- **Team Management**
- **Contract Recruitment**
- **Performance Management**

PROFILE SUMMARY

- HR Professional with 4Years 6months+ of rich work experience in recruiting HR & IT professionals
- Skilled in Analytics tools like **Excel for data analysis**.
- Result-oriented, quick learner and a keen planner with good communication skills
- MBA – HR & Information Technology from ABES EC, Department of Business Administration , Ghaziabad

ORGANIZATIONAL EXPERIENCE

Dec'21 –Present with Skill Match , Hyderabad as Senior Human Resource Recruiter

- Understanding the client requirement to get an idea of the need of the client and identifying the keywords in the job requirement.
- Sourcing the relevant candidates from different job boards like Monster, Naukri, Shine, etc.
- Experienced in passive recruiting using LinkedIn, Twitter and other social networking sites.
- Screening the candidates to get the best fit for the job.
- Negotiating with the candidate about the rate in order to get maximum margin for the company.

May'21 – Nov'22 with Gridlex Services Pvt Ltd , Hyderabad as Technical Recruiter

- Develop and implement effective recruitment strategies in order to attract, screen and select high quality candidates.
- Sourcing the relevant candidates from different job boards like LinkedIn, Naukri etc.
- Evaluating applications and screening candidates via calls or e-mails, as well as facilitating pre-interview assessment.
- Strong drive for results with the ability to operate successfully in a team-based environment.
- Conduct proper onboarding for new hires and the necessary paperwork is completed promptly and accurately
- Managing hiring processes via electronic applicant tracking system (CIPEL).
- Negotiating with the candidate about the rate in order to get maximum margin for the company
- Demonstrated ability to maintain strict confidentiality and judgement sufficient to handle sensitive employment issues.
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.

Mar'19 – Dec'20 with Global Opine , Noida as Technical Recruiter

- Responsible for full recruitment life-cycle of contract, contract-to- hire and permanent positions. Recruiting for Junior, middle and senior level positions.
- Understanding the client requirement to get an idea of the need of the client and identifying the keywords in the job requirement.
- Sourcing the relevant candidates from different job boards like Monster, Naukri, Shine, etc.
- Experienced in passive recruiting using LinkedIn, Twitter and other social networking sites.
- Screening the candidates to get the best fit for the job.
- Negotiating with the candidate about the rate in order to get maximum margin for the company.
- Ensure the delivery of the candidate making sure that he/she joins the project.

Aug'18- Feb'19 with VRB Hire Tech Globe Solution, Ghaziabad as HR Recruiter

- End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
- Screening: short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role.
- Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
- Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing.
- Short listing the profiles sourced and sending it to the respective hiring managers
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.

- Promptly informing the rejected candidates about the reason for the rejections.
- MIS: Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- Vendor Management: Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile, short-listing them for the interviews, worked on portals
- Background Verification: Background Verification was carried out for the employees as per the policy, education, experience.

SUMMER INTERNSHIP

Company: Thomson Press

Project Title: Payroll Management System

Work profile: Entire recruitment process, Factory Act, Maintaining Files, Salary calculation, Documentation work, Day to day involve in attendance verification.

PROJECTS UNDERTAKEN

- **LIVE PROJECT** undertaken at **FUTURE RETAIL GROUP** in the area of **Operations in Retail Industry**.

ACADEMIC DETAILS

2018 PGDM (Human Resource/Information Technology) from ABES Engineering College , Ghaziabad.
2015 Bachelor of Computer Application (BCA) from IMS Ghaziabad.
2012 12th from Cambridge Convent, Powayan, CBSE
2010 10th from Cambridge Convent, Powayan, CBSE;

CERTIFICATIONS

- Completed a 48 hr training "Indian Payroll and Statutory Compliance and HR recruitment Program" organized by ITPM in 2017.

IT SKILLS

- MS Power Point
- MS Excel
- MS Word

EXTRACURRICULAR ACTIVITIES

- Co-Ordinator at TEJAS'17 held at ABES Engineering College, Ghaziabad.
- Participated in Business Simulation program conducted by AIMA at ABES Engineering College, Ghaziabad 2017.
- Co-Ordinator at TEJAS'17 held at ABES Engineering College, Ghaziabad.
- Attended a seminar on Sustainability & growth of Business in Digital Era organized by IMS, Ghaziabad