

# Pallavi Garg

Technical Recruiter

## CONTACT

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## SKILLS

- Full Recruitment life cycle
- HR Policy Formulation
- IT Recruitment
- Time Management
- Talent Management
- Employee Relations
- Candidate Engagement
- ATS Software
- Boolean Search
- Job posting
- LinkedIn Recruiter

## RECRUITMENT CHANNELS

- Job boards:  
Naukri, Instahyre, Cutshort, Hirist, iimjobs
- Social Media:  
LinkedIn, WhatsApp Groups
- Employee Referrals
- Candidate Referrals, Database

## RECOGNITION

Recognized for closing the maximum positions on time for consecutives 3 quarters in Infrd Pvt Ltd.

## PROFILE SUMMARY

A motivated and versatile professional with 8+ years of experience in **Talent Hiring, Recruitment Life Cycle** (Sourcing, Interviewing, Offer releasing, Onboarding), **Employee Engagement, Candidate Engagement, Technical Hiring, Stakeholder Management, and Vendor Management.**

## PROFESSIONAL EXPERIENCE

### TestVagrant Technologies|Nov 2022 - Aug 2023|Sr. Technical Recruiter

- Responsible for full recruitment lifecycle needs and development of a recruitment strategy that helps in filling Niche roles efficiently.
- Working closely with the CEO and CTO to understand the hiring needs.
- Maintaining recruitment dashboards and provide actionable insights on manpower planning, Time to hire, Offer to joiner ratios etc.
- Maintaining ATS(Zoho), database and trackers for sourcing profiles, the status, and other activities
- Responsible for posting hiring posters (using tools like CANVA) on social media channels to engage talent and employer branding.

### Infrd Pvt Ltd| Dec 2017 - Nov 2022| HR - Talent Acquisition

- Responsible for end to end recruitment from sourcing the candidates to offer negotiation along with the onboarding process for Technical and Non-technical roles.
- Part of building a high performing engineering team from 80 to 400 employees.
- Team up with talent advisors & hiring manager in understanding the job description and building the right set of active talent pipeline.
- Managed ATS(Freshworks(Fresh Team), Bamboo HR), database and trackers for sourcing profiles, the status, and other activities.
- Meet recruitment deadlines within TAT and successfully conducted campus recruitment, Walk-in drives.
- Worked on formulating policies like Employee Referral policy, Recruitment manual, LinkedIn Job post policy.
- Responsible for employee Documentation, Background verification, Separation process, Vendor Management, Stakeholder Management.
- Successfully conducted Orientation programs, Induction of new joiners, employee engagement and recreational club activities like Talk over coffee, Food and Travelling etc.
- Hired for Front end(HTML5, CSS5, Angular 8, React),Backend technologies (Java, Python, .Net),QA Engineer, QA lead, Lead SDET, Support Engineer, DevOps Engineer, Technical Project Manager, Technical Leads, Engineering Manager, Customer Success Manager, Support Manager roles etc.

## CERTIFICATIONS

- **“Niche Recruiting”** course by LinkedIn learning
- **“Storytelling for Recruiting and Employee Retention”** course by SHRM, LinkedIn learning

## EDUCATION

- MBA(HR and Finance Dual Major) 2010-2012 from Banasthali University, Jaipur(Rajasthan) scored 63%
- BSC IT 2007-2010 from Graphic Era Institute of Technology, Dehradun (Uttarakhand) scored 77%

### **Altruist Technology| July 2016 - Nov 2017| HR - Technical Recruiter**

- Sourced candidate's resumes at various levels, designations through Jobsites, Head Hunting, Social Networking, databank, Employee references etc., for technical and Non Technical positions.
- Worked on Permanent, Contract & Contract to Hire (C2H) positions for technical and non technical roles across Junior to Senior level profiles all over India.
- Planned and arranged walk-in drives for bulk hiring, consolidating the feedback & sharing with the concerned manager.
- Regular follow up with offered candidates to get them on-boarded.
- Hired for profiles like: Front End Developer, Back End Developer, Mobile Developers, QA, Tech Leads, Product Manager

### **Lsc Infratech Ltd| June 2014 - April 2015| HR - Talent Acquisition**

- Responsible for end to end process involvement in recruitment, sourced profiles for junior & senior level roles pan India.
- Managed the work through MIS report
- Coordinated with panels arranging orientation programs/ Induction, Joining formalities, documentation of new joiners.
- Interpreting and clarifying companies HR policies & practices to new joiners.

### **Blue Triangle Technology Pvt Ltd| Aug 2013 - May 2014| HR Generalist**

- Responsible for end to end recruitment cycle, salary negotiations, generating offer letters, joining formalities, documentation, relieving and experience letters
- Responsible for conducting background verification of the selected candidates.
- Responsible for maintaining records of employee's personal files.
- Managed Payroll Input, Attendance and Leave Management .
- Handled all employee inquiries related to company policies, leaves, incentives