



Rekha Sharma

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Personal Profile

Expecting the suitable opportunity and fortunate career in your Esteemed Organization, by which I can explore my experience

Profile Summary

- Human resource specialist with a qualitative experience of over 4.3 years in the area of IT recruitment (International & Domestic).
- Expertise in IT Recruitment for diverse skills
- Specialist in sourcing, head hunting, interview scheduling and salary negotiation. Focusing on using various passive and active channels of resourcing, mainly social media.
- Interacting with Business and handling business needs.
- **Core Competencies:** Strategic Recruitment ~ Sourcing Methodologies

~ Fitment A nalysis ~ Market Research ~ Sourcing strategy ~ Cost

Effective Hiring ~ Social Media Recruiting ~ Vendor Management ~ IT
Recruitment ~ Interviewing Skills ~ Head Hunting ~ Bulk Hiring ~

Work Experience

[From 4/5/2016 – 20/6/2018]

HR Recruiter

CVToApply Pvt Ltd.

Main duties performed:

- Responsible for hiring across Indian, Gulf and Australian Regions.
- Collaborating with the client partners in Dubai, Bahrain, Oman and Qatar on requirement gathering, job specification and role description.
- Developing and maintaining excellent relationship with onshore & offshore consultants.
- Dedicated point of contact for Key Accounts.
- Experience in recruiting senior management level and middle level hiring.
- Extensive experience with Full time, Contract to Hire (C2H) and Contract position with Direct Clients.
- Good experience in working across all IT & Non IT technologies.
- Sound Knowledge on complete Gulf geography
 - Expertise in Entire Recruitment life cycle from sourcing, Screening, Salary Negotiation, Post offer follow up
- Building relationships - Pre interview, Post interview and Post offer
- Individually taking care of the requirements & closing position within specified time - lines.
- Handling the offer release to the candidates from the system & the background verification (Reports).
- Creating & maintaining effective & efficient database for resourcing

[From 25/6/2018 – 13/11/2019]

[Senior Consultant – Talent Collaboration]

[Joulestowatts Business Solutions]

Main duties performed:

- Involved in full recruitment Life cycle & end to end recruitment.
- Understanding the requirements and deciding on the recruitment strategy.
- Interacting with the Business Delivery Teams on a regular basis and prioritizing requirements as per the billable effective dates.
- Arranging for technical panels and all levels of interviews.

- Sharing profiles, coordinating with candidates for interviews.
- Conducting HR interviews with selected candidates.
- Salary negotiation.
- Coordinating with candidates to complete joining formalities.
- Making salary fitments.
- Joining formalities.
- Coordinating with the backend team for delivering quality output towards clients.
- Experienced into Contract staffing/hiring.
- Also working on all Infrastructure and support requirements.
- Able to communicate and interact effectively with individuals of all levels.
- Handling requirements of Entry level, Mid-Level Management and Senior Level positions.

Technologies Worked

Networking Technologies

Linux admin, Network engineer, system admin, Azure, DevOps, Amazon

Web Services (AWS).

Scripting Languages

VB Script, .NET, JAVA, JavaScript, PHP, C#, Python, C++,

Android, IOS, Testing

QA, Performance Testing, Manual testing, Automation Testing,

Selenium Testing, Functional Testing, QTP/UFT Testing .

Database

SQL, MySQL, Oracle

Automotive Skills

MATLAB, C++ QT, Embedded C, AUTOSAR, CAN, Agile.

[From 20/11/2019 – 8/01/2021]

[Senior Associate TA]

[Primus Global Technology Pvt Ltd]

Main duties performed:

- Was acting as a (**Delivery Manager For 6 Months in absence of manager**) come TL role as follows below:

Leading a mid size team - strength level of 4 members.

- Screen candidates for availability, interest level, eligibility to work in the US, salary expectations, relocation needs, some technical skills and core competencies.
- Focus on sourcing passive candidates through networking, cold calling, internet searches and research.
- Use Job boards like Dice, Monsters, Career Builder and Etc.,
- Manage external vendor relationships, negotiate right to hire agreements and rates
- Drove the hiring process in a high - volume / time-sensitive environment, working directly with hiring managers for all area clients and managing candidates through the process to have them placed on assignments.
- Provide feedback on employee and/or team performance to the manager.
- Manage team workload distribution and structure to ensure consistent good performance
- Coordinated all activities on behalf of the client ensuring a seamless single point of contact for all services requiring immediate support were met Ensured all processes and procedures were kept up-to-date and accurately reflected customer environments and requirements.

[From 17/03/2021 – Till Date]

[Principal Consultant]

[Quess Corp Ltd]

Main duties performed:

- Involved in full recruitment Life cycle & end to end recruitment.
- Understanding the requirements and deciding on the recruitment strategy.
- Interacting with the Business Delivery Teams on a regular basis and prioritizing requirements as per the billable effective dates.
- Arranging for technical panels and all levels of interviews.

- Sharing profiles, coordinating with candidates for interviews.
- Conducting HR interviews with selected candidates.
- Salary negotiation.
- Coordinating with candidates to complete joining formalities.
- Making salary fitments.
- Joining formalities.
- Experience working on ATS tool.
- Coordinating with the backend team for delivering quality output towards clients.
- Experienced into Contract staffing/hiring.
- Also working on all Infrastructure and support requirements.
- Able to communicate and interact effectively with individuals of all levels.
- Handling requirements of Entry level, Mid-Level Management and Senior Level positions.

Technologies worked upon :

Domain: CRM, ERP, SCM (Product & Services)

Microsoft Technologies: C#, C++, asp.net, vb.net, ajax, SharePoint, MVC, WCF

Java technologies:

Spring, hibernate, Struts, EJB, Angular JS, NodeJS, Web services, JBoss Mainframe technologies : Cobol, DB2, JCL, CICS, PL1, IMSQuality analysis: Manual, Automation, Selenium, QTP, Database, Regression, ETL SAP/ Package solution: FI, ABAP, PM, MM, HCM, HRMS

DB developer/DBA:

MySQL, Oracle, PL/SQL, Teradata, SQL Server , Oracle app tech UI developer: HTML, CSS, Javascript, JQuery, Ajax, JSF, W3C Graphic designer: Adobe, Photoshop, Flash, Dreamweaver, illustrator Apps developer: Mobile apps, Android, IOS, Windows, web apps System admin: Window, Wintel, Unix/Aix, Citrix, MS Exchange, VMware, Solaris Network Technologies: CCNA, CCNP, CCIE, Cisco, Router, Switches, IP Open source Technologies: Java, PHP, Drupal, Magento, Solaris Middleware Technologies: Web logic, WPS, WAS, EBS, WMB, MQ Data Warehouse : ETL, Informatica, Datastage, Cognos, Abinitio, ODI, WMS Business Intelligence: BI, OBIEE, MicroStrategy, MSTR, SSIS Niche Skills: Hadoop, Filenet, Build & Release, Seibel configuration, Web method

Place: Bangalore, India (Rekha Sharma)

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