

Sapna Agarwal  
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### **Positions handled:**

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- CXO Roles – Director
- Engineering Managers
- Technical Architects
- Software Development Engineers (Java/J2ee/Big Data/ Python/Dot Net)
- QA Engineers (Manual/Automation)
- Mobile App Developers (iOS/Android)
- UI Developers / UX & UI Designers (Javascript, Reactjs, Angularjs)
- Data Scientists.
- HR & Finance Manager
- Campaign Manager

### **Personal Details:**

Date of birth: 29<sup>th</sup> Jan 1987

Marital Status: Married

### **Certification:**

Six Sigma – Green Belt

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### **Professional Summary:**

- A human resource management professional with more than 7 years of experience in HR practices with expertise in end-to-end recruitment cycle for product and services companies.
- Cost effective approaches in targeting & sourcing active and passive profiles from job portals, LinkedIn & references with zero % dependency on consultants and closing the positions within the defined TAT.
- Liaison with stakeholders and business delivery leaders/internal hiring managers to develop staffing plan, job description, sourcing strategy while clarifying the specifications and requirements of open positions and keeping them updated on hiring Trackers.
- Search for and identifying the active & passive candidates through Job portals, social networking and references.
- Conducting the initial screening as per the defined specification in terms of skill set, technical competence, qualification, motivation, cultural fitment.
- Interview Co-ordination and follow up with the candidate and hiring manager till all the interview rounds are completed, Offer Negotiation, offer rollout and follow up with the candidate till the onboarding.
- Closing the position within the defined TAT.
- Stakeholder Management – Managing multiple stakeholders and updating them periodically on the development on hiring mandates. Keeping the communication transparent.
- Coordinating with the HR operations team for the smooth onboarding process.
- Well versed with application tracking system.
- Successfully created and implemented various tracker and checklist for team to track and streamline the recruitment process
- Played a key role in Organizing large scale walk-in/hiring drives
- Involved in other spectrum of HR such as Employee Joining & Exit process, Employee Relations/Engagement activities etc.
- Self-motivated and result oriented professional with ability to coordinate and manage multiple tasks simultaneously.
- Passion to obtain results adhering to the company's core values and professional ethics.

### **Education:**

- PGDHR (Human Resource) from I.I.M.T Gr. Noida– 2011.
- Bachelor of Science from CSJM University – 2009

### **Career Recital:**

- Etraveli Group, Pune (Talent Acquisition Specialist - IT) – April 2022 – Till Now.
- Steady Biz, HostBooks Limited, The market Hut (Freelancer) – Sep 2018 – March 2022
- Ground Truth, Gurgaon (Senior Recruiter) Nov 2017 – Aug 2018
- Bird Group, Gurgaon (HR Executive) Dec 2013 to Dec 2014 & Aug 2015 – June 2017
- Pinnacle Technology- Noida (Senior HR Executive) Sep 2012 –Dec 2013