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SUMMARY:

- Recruitment professional with vast experience and knowledge of whole recruitment, On-boarding activities and other recruitment process and functions.
- Hands-on exposure with Job boards like – Naukri, Monster & Most of the time on LinkedIn.
- Theoretical & Practical in-depth knowledge in sourcing, screening, calling, interviewing till onboarding.
- Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and joining formalities.
- Strong experience in Joining formalities like preparing offers, releasing offer appointment letters, agreements and conducting induction and orientation of new employees.
- Good exposure in vendor relationship management activities.

TOOLS AND SKILLS:

- **Office tools:** MS Office, Power Pint, Basic fundamental concept, Outlook, Office365 Suite
- **Job Boards:** Naukri, Monster, LinkedIn
- **Typing Speed:** 30 words/Min
- **Language Known:** Hindi, English
- **Strength:** Decision-making Skills, Training and development Skills, Onboarding Skills, Record Management
- Excellent written and verbal communication.

EDUCATIONAL CREDENTIALS:

- Pursuing Master in Business Administration, Devi Ahilya Vishwavidyalaya
- Bachelor of Science (B.Sc.), Computer Science, Devi Ahilya Vishwavidyalaya
- Bachelor of Education (B. Ed.), Vikram University, Ujjain - 2015

CERTIFICATIONS:

- Post Graduate Diploma in Computer Applications (PGDCA) - 2013
- Certified Human Resource Management Professional (CHRMP) - 2021

PROFESSIONAL DETAILS:

Yoctozant Technologies, Pvt. Ltd.
Role – Recruitment Executive

May 2021 – Present

Responsibilities:

- Responsible for the entire recruitment cycle from sourcing, screening, calling, interviewing till onboarding.
- Sourcing / data mining from various Job Portals viz. Naukri, LinkedIn.
- Briefing Candidates regarding the Job Description, Company Profile and Career Perspective.
- Screening application by conducting the preliminary telephonic interview. As well as understand their skill sets and area of interest.
- Scheduling the interviews for the short-listed Candidates.
- Responsible for hiring candidates for all levels Entry-Junior-Mid–Senior Management and Manpower planning.
- Sending Interview Call Invites and make sure that the Candidates attend the interview.
- Taking the feedback from the Candidate regarding the Interview.
- Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and joining formalities.
- Follow up until the candidate gets on board and closures have been made.
- Maintaining database of candidate called, rejected and offered for future requirement.
- Maintaining resume databank and weekly, monthly backup.
- Maintaining a complete database of candidates and generating vendor employee's billings.
- Generating and implementing talent acquisition strategies and hiring plans.
- Managing of aspects of the hiring process including pre-screening resumes and conducting online interviews.
- Joining formalities like preparing offers, releasing offer appointment letters, agreements and conducting induction and orientation of new employees.
- Vendors management and maintaining client relationship.

EXTRA CURRICULAR ACTIVITIES:

- Ability to work in a team.
- Ability to learn new things quickly. Ability to adopt new environment. I am a self-motivated person and very much mixing in nature.
- I am a smart worker, also very much committed and loyal to my work.
- Time is the most important resource thus I value it.
- Willing to learn new technologies.

DECLARATION:

- I hereby declare that particulars furnished above are true and correct to the best of my knowledge and I bear the responsibility for correctness of above-mentioned particulars.

Date: _____

Place: _____