AMRUTA D. AMBULKAR

MBA-HUMAN RESOURCE

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In quest of a challenging position in an organization that offers me generous opportunities to explore & outshine as a competitive HR Professional while accomplishing personal, professional as well as organizational goals.

PROFESSIONAL SUMMARY

- ➤ A highly efficient, and competent HR professional with an experience of 2.7 years, currently associated with Theoddcoders Technologies Pvt Ltd. as HR Executive.
- Experienced technical recruiter skilled in Sourcing, Screening, Employee Relations, and Recruiting on niche skills and well versed in Mid-level, Senior and Leadership Hiring. Domains worked on: IT (in Majorly), Marketing, & Management.
- ➤ A goal oriented professional with proven ability to manage complete Recruitment Life Cycle.
- ➤ Develop and maintain working relationships with HR Partners within the business areas to aid with recruiting needs, job vacancy, specifications, and to make recommendations on optimum sourcing channels.
- ➤ A hardworking individual who has considerable experience of developing and implementing effective Recruitment processes and structures in a corporate environment.
- ➤ Ability to handle the tasks of implementing, developing, and maintaining effective recruitment, employee relation, engagement policies.
- > Fast-learner, well organized & ability to multitask to meet deadlines.

Core Competencies:

- > Multi-Tech recruitment and internal recruitment
- > Boolean Search
- Headhunting Building strong referral networks
- ➤ Database creation and Maintenance Candidate and LinkedIn Recruitment
- > IT Recruitments End-end Recruitment
- ➤ Active listening skills
- learning skills
- ➤ Relationship building skills

Organizational Experience:

♣ Theoddcoders Technologies Pvt Ltd Ahmedabad || HR Executive Dec 2022-June 2023

Key Role:

- ➤ Look after for End-to-end IT recruitment
- Managing the entire recruitment life-cycle right from Requisition In-take, Sourcing, Scheduling, coordinating interviews and Pre-on Boarding Formalities against a timeline.
- ➤ Worked on hirings of UX UI, Graphics Designer, SEO Executive, BDE, Magento, PHP Laravel, WordPress Developer, Project Manager.
- > Screening CV as per the Job description and identifying the right candidates for the requirement.
- ➤ Initial screening of relevant candidates as per job requirements and submission of shortlisted profiles.
- ➤ Candidate management and engagement throughout the process till he/she gets on-board.
- Following up with candidates for Offer negotiation and close the position till he joins the company.
- Preparation of offer letter for employees.

Consumer Sketch Information Pvt Ltd. Vadodara || HR Generalist cum Talent Acquisition|| June 2021 - Dec-2022.

Key Role:

- ➤ Involved in end-to-end IT Recruitment lifecycle
- Managing the entire recruitment life-cycle right from Requisition In-take, Sourcing, Scheduling, coordinating interviews and Pre-on Boarding Formalities against a timeline.
- > Sourcing profiles for niche requirements and vanilla skills across levels of experience.
- > Screening CV as per the Job description and identifying the right candidates for the requirement.
- Probing candidates on their technical areas to validate match as per the requirement.
- ➤ Candidate management and engagement throughout the process till he/she gets on-board.
- ➤ Sourcing relevant candidates from Internal databases, Job portals like Naukri and Monster India, LinkedIn.
- ➤ Initial screening of relevant candidates as per job requirements and submission of shortlisted profiles.
- Following up with candidates for Offer negotiation and close the position till he joins the company.

Joining, Induction & Placement

- Conducting Joining Formalities for the New Employee.
- Updating Data of New Joined in to the Systems.
- Preparing & Issuing offer & Appointment Letter.
- Orienting & Inducting to the New Join Employee with Company Information.
- Researches & handles employee inquiries regarding policies, benefits, process, etc.
- Implementing biometric attendance system.
- ➤ Inducting them about Company Policies, Do or Don't, Company's Culture & other General Information
- ➤ Completing exit formalities of employee issuing F& F letter, experience & Reliving letter.
- Maintaining petty cash, birthdays work anniversaries of employees.
- Canava editing & creating posts for Hiring & birthdays work anniversaries.
- Performing employee engagement activities, Fun Friday games, etc.

POSITIONS WORKED ON-

- ✓ Java Technologies Core Java, Java/J2ee (EJB, JDBC, Struts, Jsp, Servlets, Spring, Hibernate)
- ✓ Back-end technologies PHP Laravel, .NET MVC, WordPress, Front End, Angular Developer
- ✓ UI Tools Ajax, HTML, XML, CSS, java script, UX / UI Designer, Web Designer
- ✓ Software testing / QA (Manual /Automation)/ QE.
- ✓ Functional: Business Analyst, Project Manager, BDE, SEO Executive, SMM, DME
- > Saino Valley Consultants Indore | HR-Recruiter | Aug 2019 Jan 2020
- Worked as recruiter, provided & coordinated for sales profiles for the organization Topperfor Bangalore location. (Educational Sector).

♣ BCM Carrier Consultancy Pune || HR IT Recruiter || Jan 2013 - May 2013

- Coordinating with HR of client companies, getting accurate details for JD of requirements to be worked on & posting adds on various media platform to receive maximum response.
- > Uploading profiles & maintaining separate trackers as per client's requirement.
- Responsibilities include recruiting candidates of skills for our clients and developing new business for our company and interacting with clients.
- > Worked with a variety of requirements from IT, Management, Telecom and Engineering domain etc.
- Mining resume through sourcing tools like Sulekha.com, Monster, Naukri, Indeed etc.
- Conducting initial scrutinizing test for candidate's further interview process.

- Ravi Consultancy, Ravar Jobs Pimpri Chinchwad Pune, || HR Intern / Recruiter || May 2011 July 2011
- ➤ Worked as HR recruiter for various openings in Manufacturing. Engineering, Management Sector.
- Calling candidates as per the requirement of position.
- Scheduling interviews & database management.
- Coordinating with client & candidates till joining.

Scholastic Credentials:

- ➤ Master in Business Administration in HUMAN RESOURCE MANAGEMENT from Amaravati University by Securing 65.00% with Dissertation work on "Study of Retention Strategies & it's effects on retention Strategies, at Lloyd's Steel Ltd. Wardha"
- ➤ Bachelors in "BSc Biotechnology" by Securing 60% from Nagpur University.
- ➤ HSC from Maharashtra State Board with 60% grades.
- ➤ SSC from Maharashtra State Board with 62% grades.

Projects undertaken:

Summer internship project: - For 2 Months

(In Recruitment & Selection at Ravi Consultancy, Chinchwad, Pune)

Computer Skills & Certifications

- > Completed Naukri's Maestro Recruiter online program & certification course.
- > Chat gpt for HR online course.
- > Proficient in **Microsoft Word, Power Point, Excel, Office.**
- Strong communication skills (verbal & written)
- Strong interpersonal skills
- ➤ Willingness to learn new things and to work in a team.
- ➤ Working in stringent and challenging environments to achieve success.
- Excellence in organizational planning and management of given tasks for positive results.

Personal Details:

Name : Amruta Digvijay Ambulkar

Date of Birth : 30th June 1989.

Residence : 21, Sheshnagar, Near Hanuman Temple, near Avadhut Nagar, Chikhali road, Nagpur,

Marital Status : Married

Language Known : English, Marathi & Hindi

Declaration:

I do hereby declare that all the above furnished information is true, correct and complete to the best of my knowledge and belief.