

Anita Kumari

Career Objective

My work objective includes application of my education, experience, knowledge, talent and skills to gain expertise in problem-solving and the respective areas of my work.

Summary

- Total 5 years of experience in IT Recruitment, worked completely into IT technology.
- Working as a Sr Executive responsible for E2E recruitment - Client handling, Team Leading, requirement analysis, Sourcing, interview coordination, offer negotiation, offer generation and on boarding, accomplishment of targets given by the management.
- End-to-end experience in recruitment and hiring process which include sourcing, interviewing, negotiating, reference check and closing.
- Overseeing recruitment of Contractual/C2H/Permanent employees.
- Conducting preliminary telephonic discussion with the candidate to match his interest and availability, reasons for change, proficiency in the required technical skills, communication skills, attitude, and salary expectation.
- Identifying new ways/portals/sites for searching candidates based on the location and position.

Specialist in Domestic IT staffing

- IT Recruitment – Permanent Staffing, Contract Staffing, Contract to hire Staffing (C2H), Lateral Hiring, Executive Search Hiring & Full Time.

Work Experience

Company: **Lancesoft India Pvt. Ltd.**

Designation: **Sr. Associate**

Duration: **June 2021 to May 2023**

Roles & Responsibilities:

- Team Management and End-to-End Recruitment activity.
- Client interaction, sourcing, screening, negotiations, team handling, performance management.
- Mentor the team to achieve the targets assigned as per daily submission, interviews and offers
- Worked with Hiring Managers to schedule and coordinate interviews.

- Skill mapping of the profiles and conducting the initial phone screening.
- Scheduling interviews with the Client's and final HR Interview and ensure that the interview process flows smoothly.
- Maintaining back up and good pipeline of resources on various technologies to meet business need on time.
- Preparing & presenting weekly and monthly report /status to the management.

Company: **Diverse Lynx India Pvt. Ltd.**

Designation: **Sr. IT Recruiter**

Duration: **Nov 2019 to June 2021.**

Roles & Responsibilities:

- Working on end to end recruitment process.
- Handling Permanent and Contractual position for the MNC's, CMM level, Product Development companies and service based companies.
- Sourcing, short listing profiles, candidates tracking and follow-up to effectively manage the hiring process.
- Analyze requirement as per the job specifications.
- Sourcing and identifying the potential candidates through various sources like internal data bank, job portals, mass mailing, social networking, etc.
- Screening the candidates to check communication skills, domain skills, interests, availability, salary expectations, etc.
- Schedule interviews with shortlisted candidates.
- Follow-up with the candidates till he/she is onboard.
- Maintaining database of all screened candidates for future references.

Company: **Primus Global Technologies**

Designation: **Associate-Talent Acquisition**

Duration: **May 2017 to Dec 2018.**

Roles & Responsibilities:

- Responsible for End-End Recruitment cycle process in contract and permanent staffing.
- Interaction with clients to understand their requirements so as to map the right candidate on time.
- Screening & short-listing suitable profiles against the Requirement.
- Job postings in different portals and refresh posting on a regular basis.
- Coordinating with the technical panel to ensure the smooth flow of interviews.
- Follow up with the selected candidates to confirm their Date of Joining.
- Experience in doing Contract Hiring, permanent Hiring as well as internal hiring.
- Preparing offer letter to the selected candidate. Salary negotiation and Collection of documentation of candidate.

- Generation of various trackers on Daily, Weekly & Monthly basis.
- Maintaining and updating the database of back-up candidates for future placement/replacement.
- Preparing and Maintaining Tracking Sheets for the client companies.
- Execute an effective hiring process and work closely with the sourcing team to get best of the candidates and supporting the off shore point of contact.
- Responsible for the smooth functioning of the entire Recruitment Process.

Education

➤ MBA from **Department of Management Studies**, Bhimtal, Uttarakhand.

Personal Profile :

Name	: Anita Kumari
Date of Birth	: 19-06-1990
Gender	: Female
Languages Known	: English, Hindi, Garhwali
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Address for Communication:

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Declaration

I do hereby confirm that the information given above is true to the best of my knowledge.

Date:
Place:

Signature of the candidate
[Anita Kumari]