

**Arati Kumari**

**Contact: +91 - 7798241241; Email: aartinanda28@gmail.com**

**Objectives:** - Seeking a challenging career in HR recruitment, Where I can contribute and augment my technical and functional knowledge for an organization's success, by applying the best business practices through innovative solutions and constantly updating my skills. Assignments across Industry as technical recruiter.

- ▣ Performance-driven professional with sound experience of **7+ years in Technical Recruitment.**
- ▣ **B. Tech (IT)** from United College of Engineering & Research (Allahabad), UPTU University (2007)
- ▣ **MBA (HR)** from Asia Pacific Institute of Management Studies, New Delhi (2010)
- ▣ Certified **Green Belt in Six Sigma** from **KPMG Group** (2009).
- ▣ Certified in **LinkedIn & IT Recruitment** from **Skill Deck** (2022).
- ▣ Handling end to end recruitment for various business verticals.
- ▣ Hands on Experience in sourcing technologies (portals, referrals, database, networking sites).
- ▣ Expertise in recruiting candidates for both Contract and permanent Staffing.
- ▣ Experience in job posting, mass mailing.
- ▣ Hands on approach on all stages of recruiting and hiring processes including sourcing, resume tracking, interviewing, salary negotiations and closing.
- ▣ Working as per defined plans to onboard professionals in a timely manner.
- ▣ Effectively utilized various Recruiting sources such as Networking, Employee referrals, Personal referrals, Job board search and Internet search to identify technical talent.
- ▣ Maintain and report data related to recruitment leading to effective analysis.
- ▣ Stakeholder Management -interacting with Technical Managers, participate in technical interviews, reporting of hiring status in a timely manner, feedback discussions.
- ▣ Experience in mentoring and leading team recruiters.
- ▣ Have successfully hired professionals across various levels -
- ▣ Senior Management>>Mid-level Management>>Supervisory Levels>>Entry Level.
- ▣ Experienced in volume hiring, bulk hiring, niche profile.
- ▣ Entry level hiring for infrastructure and application side (like - Desktop Engineer, Network Engineer, Java Developer, UI/Front end developer, Solution Architect, Test Lead etc.)

**PROFESSIONAL EXPERIENCE:**

***Datamatics Global Services Limited***

*Snr.Executive-Recruitment, 10<sup>th</sup> January'22-Till Now*

- ▣ Work and form relationships with internal management teams to know the ins and outs of their departments and better understand their hiring needs and job specifications.
- ▣ Responsible for End-to-End Recruitment on technical requirement.
- ▣ Develop and release job postings on a platform, such as social media and job boards.
- ▣ Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business.
- ▣ Screen resumes and prospects, qualify, interview, and manage candidates throughout interview process from prepping before interviews to assisting with final offer negotiation.
- ▣ Managing and mentoring a team of recruiters.
- ▣ Maintain a database of candidate records, including active and passive prospects, hired and fired employees, and other candidate relationships.
- ▣ Follow up on interview process status and update records in internal database.
- ▣ Managing Application Tracking System (ATS).
- ▣ Provide coaching and guidance to more junior level recruiting staff.

***Hexaware Technologies(C2H)***

*Snr.HR Executive, 28<sup>th</sup> June'21-13<sup>th</sup> Dec'21*

- Sourcing the potential candidates from various sources i.e., Database, Employee reference, portals.
- Handling support/lateral/leadership level recruitment of all processes right from sourcing profiles, interviewing, offer making and discussion and joining formalities.
- Short-listing, interviewing and selecting candidates based on process requirement.
- Giving appropriate feedback to the candidate & the respective channel on the basis of the concern areas.
- Coordinate and assist in scheduling the interviews.
- Negotiating the compensation packages, notice periods and coordinating the other aspects to get the candidate on board.
- To maintain and record written correspondence of all the candidates.
- Recruitment analysis, updating and publishing the Joining Report on a weekly basis.
- Working for Proactive and reactive requirements.

- Short listing resumes by evaluating the candidate's communication skills and technical skills based on requirement.
- Coordinate and assist in scheduling the interviews, including candidate interview preparation.
- Vendor Management.
- Responsible for preparing Daily & weekly reports.
- Got appreciation mail from Director of Finance for closing critical positions.

#### ***ETT Career Move Pvt Ltd***

*Sr. Search Consultant, May'19- June'21*

**Worked for the Clients:** - IHS Markit, Computacenter, Newgen, Virtusa, Thought clan Technologies, Sphera,Infrrd, Gramener etc.

#### **Responsibilities:**

- Getting requirements from clients of different verticals and work accordingly
- Sourcing through various techniques like Job Portals Naukri, Job Posting, Mass mailings, Referrals and Database.
- Screening Candidates profile interviewing them and understanding them in terms of their projects, technologies.
- Negotiating the CTC and Notice period of the candidate.
- Handling a team of recruiters.
- Working for both contract and permanent requirements.
- Establishing a good rapport with the candidate.
- Following up with selected candidates understand their concerns and converting them to joiners.
- Attending meetings with the delivery head, Manager and updating the status.
- Learning to use Hire craft to upload, update candidate's profile and raising invoice of the joined candidates.
- Maintain daily and weekly tracking report (including offers and joiners)
- Technologies working on: Java, Full-stack (.Net), Middleware Technologies, Cloud Technology, Oracle, Infrastructure technology like Wintel, Networking, Security etc.

#### ***Success Booster***

*Talent Acquisition Consultant, Oct'18-April'19*

**Worked for the Clients:** - Persistent Systems, Tieto Technology, Vuclip, Dassault Systems, Majesco India etc

#### **Responsibilities:**

- Sourcing of relevant profiles through job portal, vendors, job postings, mass mailing and references.
- Maintain and update status of all ongoing position (status of interviews, candidates short listed for various rounds),
- Conducting telephonic & first round of face-to-face Interviews in order to assess the candidates' suitability, attitude, academic and professional qualification, experience, communication skills etc.
- Conduct interviews & co-ordinate with respective department heads.
- Understanding & analyzing the requirements of in-house positions. Coordinating for whole selection process.
- Create a comprehensive job description based on hiring manager specifications to be used to present to candidates and to post to job boards and internal gateways.
- Client Relationship by co-ordination with clients' meetings for vacant positions. Maintain
- daily and weekly tracking report (including offers and joiner).
- Technologies worked on: Java, .Net, Big data, PLSQL, SAP etc

**GK HR Consulting India Pvt Ltd**  
*Career Consultant, Dec'16- July'18*

**Worked for the Clients:** - Dell EMC, Schlumberger, SAP SDC, Thomson Reuters, Fluke India, Fujitsu India, HBC, JC Penney etc.

**Responsibilities:**

- End to end requirement-screening, sourcing, scheduling the interviews, closing the positions.
- Screening: short listing candidates sourced through portal (Naukri and Monster) and validating them on their experience and interest on the Job.
- Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.
- Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
- Providing complete, accurate, and inspiring information to candidates about the company and position.
- Scheduling & coordinating the interview between Candidate & Client.
- Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview.
- Co-ordinating with the company and with candidates after company selects the candidate. Taking feedback after interview.
- Follow up the candidate until the candidate will join to the company. Technologies worked on: Java, Big Data, Cloud, .Net, SAP etc

**Ashkom Media India Pvt Ltd**  
*HR-cum-Admin (HR Generalist), Aug'12- Jan'13*

**Worked for the Clients:** - HFCL, Parekh Integrated Services Pvt Ltd, CISB, TCS, Seven Hills, Mahindra & Mahindra,

***Roles and Responsibility:***

- Manage the office on behalf of the Head office.
- Plan and present new project to the clients.
- Interaction with the client for the existing process.

***Recruitment***

- Handling End-to-End Recruitment Cycle.
- Direct Client Interactions.
- Handled team of 2 recruiters.
- Candidate interviews, Coordination and Offer Negotiations for various Technical & Non- Technical, Sales & Marketing, Positions for Middle & Senior Level in the various Industries like IT, Telecom, FMCG, Security & Facility Management, Logistics, Media, Automobile, Etc.

***Administrative & Facilities Management***

- Planning & budgeting the administration expenses and working towards minimizing the operational expenses / costs.
- Generating MIS on all the queries for the preparation of Monthly Review Reports.
- Administering invoice checking & processing.
- Addressing queries with respect to policies, payroll, codes of conduct, etc.
- Communication of new policies and procedures to employees.
- Leave and Attendance Management.

***Awards & Appreciations:***

- Received appreciation from Director Operations.
- Awarded for excellent performance.

***Firstcry.com***

*Customer Care Associate, September 2011 to February 2012*

***Roles and Responsibility:***

- End to End problem solving of customer queries regarding the Order booking/Enquiries /Complaints.
- Deal directly with the customers through telephone /Email /Chat and respond promptly to customer inquiries or queries whether product related or general.
- Seek to convert queries in to business by effectively pitching in the usage and benefits of the products.
- Handle and resolve customer complaints related to delivery, after sales, mode of payment etc.  
obtain and evaluate all relevant information to handle inquiries and complaints.
- Has intimate knowledge of the company products as well as customer needs.
- Able to communicate clearly, both written and oral.

**SKILLS:**

Applicant Tracking System | Reference Check Management | Team Handling | Recruitment Process | Recruitment Portal Updation | Background Checks | Communication Skills | Employee Sourcing | Hirecraft | Interview Process

---

***Personal Particulars***

Address: E-501, Delta Tower 2, Ulwe, Navi Mumbai-410206

Gender: Female

Marital Status: Married