

Currently pursuing Advance Corporate Practical Training on **HR Practices** from
“HR REMEDY INDIA” Pune from 8th May 2023 till date.

HR Functional Area:

- **Recruitment and Selection:**

- Sourcing CVs / candidates from different job portals e.g. Naukri, Monster, Timesjob.com
- Doing mass mailing / bulk mailing from job portals
- Doing job posting from Job portals / social networking sites
- Conducting Telephonic / Personnel Interview
- Shortlisting of CVs from portals and references.

- **HR Admin:**

- Pre-joining documentation / post joining documentation
- Maintaining employee records
- Attendance & leave management
- Drafting letters
- Preparing MIS reports
- Office admin activities

- **Payroll Management:**

- Salary Calculation
- Shorting salary issues, if any
- Statutory deductions like PF, gratuity
- Generating pay slips
- Challan filing
- Deduction explanations, if any

SUMMARY

- Around 2 years of experience in IT Recruitment. Experience in Permanent staffing.
- Well versed in Domestic IT recruitment.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, Screening, Cold calling, Interviewing, Scheduling Interviews, reference checking, Salary negotiations, and closing client requirements.
- Good experience in IT recruitment activities, employee relationship & coordinating with Lead.
- Ability to work in a multi-tasking environment handling multiple assignments at a time.
- Involved in End-to-End Recruitment.
- Maintaining strong follow up with the candidates
- Experience in Managing, Tracking Effort, Team Sizing based on Effort & Status Reporting.
- Creative and innovative troubleshooting abilities.
- Excellent verbal and written communication and interpersonal skills
- Proficiency in English and Hindi language
- Competent with the Internet and all Microsoft Office applications like Excel, Word,
- Can work independently and in a team environment
- Effective time management skills with the ability to meet deadlines
- Quick learner, Innovative thinker with leadership skills
- Team Management

SKILLS

- IT Recruiting
- Candidate Sourcing & Screening
- Boolean Searches
- High-Volume Staffing
- Offer Negotiations
- Placement & Onboarding
- Social Media Recruiting Tools
- Candidate Relationship
- ATS: Job Diva
- Job Ports: Naukri, LinkedIn
- Excellent Communication Skills
- Termination Documentation

EXPERIENCE

Feb-2022 – Dec-2022 **Next Level Business(NLB) Services**

IT Recruiter

- Responsible for end-to-end Domestic IT recruitment starting from requirement gathering/analysis to till on boarding the candidates.
- Gathering the requirement from the Recruitment Head.
- Understanding the requirement and sourcing resumes from different Job Portals (Naukri), Job Posting Mails and Referrals.
- Planning weekday and weekend drives and line up the candidates as per the project requirements
- Involved in the Process of handling recruitment including Screening of applicant to selection of the applicant through telephonic conversation, to judge their communication skills, attitude, qualifications, professional skills & Identification of potential Candidates.
- Recruiting all the levels like Junior and Middle level candidates.

- Responsible for permanent hiring.
- Posting jobs according to the client requirement in job portals like Naukri.
- Preliminary screening / short-listing the right qualitative profile against the given requirement.
- Interview coordination, profile screening, checking eligibility criteria and interview scheduling, based on the feedback processing further rounds interviews.
- Interacting with candidates to encourage them for referrals to maintain good relations with Manager to get quality of candidates.
- Scheduling the interview through Zoom and Teams as per the requirements.
- Interview coordination and scheduling the short-listed candidates for different modes of interview like telephonic/Video call/F2F discussions. Interview follow-ups with the candidates to ensure that they are attending the interview on time.
- Mentor the candidates on interview pattern and tips for all rounds of interviews.
- Follow up with recruitment head regarding the status of submitted candidates and updated the same feedback to candidate.
- Following up with candidates on joining dates and convincing them if they have any issues such as Compensation review, relocation, etc.
- Follow-up with the offered candidates till joining and post joining.
- Updating status report every day and maintaining weekly and monthly database (Offer status, interviews slots)
- Reporting to Recruitment Head.
- Maintaining daily tracker and sharing that with the Recruitment head and Manager.

Reports

- Maintaining Daily Delivery Reports.
- Maintaining candidate Tracker.
- Maintaining Joiner Update.
- Maintaining interview schedule.

Client Handled:

- NTT data
- EMID

Nov-2019 - Feb-2022

Bunnycart LLP

HR + E-
Commerce
Executive

- Hiring the candidate as per the requirements
- Maintaining the personal files of the employees, attendance Management.
- Helping in joining formalities.
- Uploading products on B2C e-commerce platforms like Flipkart, Amazon, Snapdeal, etc.
- Order management - order processing, order fulfillment, order cancellation, order return, delivery tracking.
- Inventory/Stock replenishment planning & implementation.
- Returns Management and Claim of the orders.
- Coordinating with our warehouse operations to ensure timely dispatch of orders.
- Customer support on phone and emails, tickets resolution
- Be the single point of contact for all customer queries regarding billing issues, product problems, service questions etc. and website queries.
- Reports generation- customers, employees, sales, inventory, profit & loss

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
Diploma in Business Management NMIMS, Mumbai, Deemed-to-be-University,	9	2019
B.Tech Hindustan College of Science and Technology, UPTU,	70.2 %	2012
XII Mahatma Hansraj Modern School, C.B.S. E,	67.8 %	2007
X St Francis Convent Intercollege, I.C.S. E,	67 %	2005

PERSONAL DETAILS

Address	Moshi, Pune, Maharashtra, 412105
Gender	Female
Nationality	Indian
Languages Known	English, Hindi

DECLARATION

I hereby declare that information given above is correct and true.

Ruchika Agarwal