SHRUTI KAMBOJ

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WORK EXPERIENCE

**Working as Senior Consultant in Spectrum Talent Management From Nov 2020 – Till Date**

* Handling the End to End complete Recruitment and Selection process.
* Recruiting candidates for various positions for leading Consumer goods and manufacturing companies.
* Involved in direct interaction with the clients.
* Majorly handling the IT requirements for middle and senior level positions.
* Arranging telephonic and videoconference round interviews of the shortlisted candidates
* Follow up the candidates after scheduling and selections till joining.
* Follow-up with technical panel for interview feedback.
* Handling team of 3 people.
* Working on in-house ATS software
* Technologies worked on – Backend developer roles (java , python , dotnet , etc) , full stack developer , devops.
* Awards – Maximum revenue generation for Consumer Business Team (2021 -2022)

**Worked as Sourcing Specialist in The Glove consulting service from Feb 2017 – June 2020**

* Responsible for ensuring complete recruitment life cycle, i.e. Sourcing, Handling interview, salary negotiation etc.
* Working on IT and NON IT for Product Based and E-commerce companies for junior, middle and senior level.
* Involved in direct interaction with the client as a spoc for taking the details of position and closing them.
* Search various job portals, Professional Sites, Head Hunting (Cold Calling, Internal as well as external reference etc.) and source the resumes through database.
* Posting & mailing the requirements on various job Sites(Naukri , Linkedin , monster , etc)
* Arranging face-to-face, telephonic and videoconference round interviews of the shortlisted candidates as well as effectively coordinating the entire hiring/recruitment process to make the event success.
* Involved in salary negotiation with the candidates.
* Clients worked for – Cognizant ,Microland , Bank Of America , Virtusa Polaris, Xceedance , Delhivery, Rivigo, Encore Capital Group,Honeywell, Risk management solution(RMS), Dell EMC,Synchrony Financials, Thompson Reuters ,OYO , Nykaa , Unicommerce etc.

**Technologies handled – IT**

* Java, J2EE (JSP, Struts, spring, Hibernate)
* C, C++, Python developer, Front-end developer, full stack developer , system administrator etc
* Microsoft Technologies: Dot Net (ASP.Net, C#.Net), .Net Framework.
* Software Testing: Manual Testing, Automation testing
* Rpa, Android developer, ios developer, devops engineer, content writer etc

**Worked as HR Recruiter in Saffron Tech Private Limited from Jan 2016 –July 2016.**

* **Recruitment**
  + Involved in end-to end processes from sourcing the resumes till closure of requisition.
  + Identifying prospective candidates through various recruiting channels like databank, job

portal personal reference, networking, advertisements, and employee referral.

* + Pre-Screening the candidates through telephone/direct interview to assess their communication skills, confidence level, educational background, attitude, stability level and expectations for the assignment.
  + To provide information about the status of the candidates short listed, selected,

offered and likely joiners to the concerned personnel by means of appropriate and regular

reports.

* + Preparation and issuing of offer letter, carrying out background checks, salary negotiation etc.
  + To create and maintain recruitment database containing details of candidates and their status

**Profile Worked on :-**

Dot net Developer, ios Developer, Android Developer, Accountant, Content Writer, Business Development Manager, business development executive, SEO Manager, SEO Executive , HR Executive , ui/ux Designer, Web Designer, PHP Developer, Software Tester etc.

* **Induction and Joining Formalities:**
* Conducting Induction program to the new recruits.
* Collecting and verifying the necessary documents for maintaining the personal files of the employees.
* Creating awareness about the policies, terms and conditions to be followed.
* Coordinating for project allocation, system allocation, employee Id creation and necessary accessories.
* Introducing the new joiners to every department as well to their respective

departmental heads.

* **Vendor Management**:
* Identify new vendors from different locations.
* Negotiate on terms and condition with placement agencies.
* Giving constant updates to vendors regarding the skill set & quality of manpower required.
* **HRIS**
* Responsible for maintaining the detail spreadsheet of all the candidates who are interviewed and doing the follow up with all selected candidates till the date of joining.
* Maintaining MIS, trackers and other reports, related to open positions details, interview

details, joining details, offer details, drop outs etc.

* Preparing and sending daily, weekly, monthly reports

**Worked as Consultant in Mancer Consulting Service from March 2015 – Till Sep 2015.**

* Almost 6 months of end to end IT recruitment experience with strong technical background,
* I have experience of dealing with junior to middle level profiles across various verticals.
* Develop and manage the recruitment process for clients through sourcing, screening and short-list candidates, briefing and preparing candidates database with relevant information on the client, co-ordinate interview in an efficient time.
* Maintaining the data base and the monthly preparation of the MIS reports.
* Done end to end recruitment for the bulk hiring also.

**Clients worked with:**

* Infosys Limited, United Health Care (UHG), Bank of America (BOA), Deutsche Bank, Royal Bank of Scotland ( RBS ), Citi Bank, Cognizant, Appster, etc
* **Technologies handled – IT**  
  \* Web Technologies: Java, J2EE (JSP, Struts, spring, Hibernate), Application Server, Web Sphere, Web Services.  
  \* Microsoft Technologies: Dot Net (ASP.Net, C#.Net), .Net Framework.  
  \* Software Testing: Manual Testing, Automation Testing  
  \* Database: Oracle, SQL,PL/SQL, MYSQL.  
  \* Operating Systems: UNIX, Linux.

Education profile:

* PGDM (HR) from GURU NANAK INSTITUTE OF MANAGEMENT, Delhi in 2012-14 with 75% aggregate.
* B.B.A from Chanderprabhu Jain College (G.G.S.I.P.U) , Delhi in 2008-11 with 65% aggregate.
* 12th from D.L. DAV School, CBSE Board.
* 10th from D.L. DAV School, CBSE Board.

EXTRA CURRICULAR ACTIVITIES

* Got 3rd prize in the **General Awareness competition** held in the college.
* Participated in **Personality Development Program mentored by experts of iMET Global**.