

Secure a responsible career opportunity to fully utilize my **skills,** while making a significant contribution to **the success** of the company.

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# Brief Summary:-

* **A well-rounded result-oriented individual with proven experience in the areas of Assistant Manager/Talent Acquisition Specialist/ IT Recruiter/HR Operations.**
* Involved in full **End to End Recruitment** Cycle involving handling Client & Recruitment Life Cycle from ***Sourcing*, *Screening*, Selection, Salary Negotiation,** pre selection Process, Client Handling in terms of understanding the requirements in respect of the profile, package, organization etc.
* Making offers, creating contracts and closing candidates that can help actualize corporate missions and **maintain the coordination & interaction with Clients well.**
* Coordinating, Scheduling & Conducting Interviews, Coordinating the interview process with Clients and getting feedback from Clients after interview
* Expertise in using job portals **like Naukri, LinkedIn, Monster and Times Job**.
* Guided candidates through the hiring process by checking references, meeting in person, formatting resumes, preparing for interviews, and setting expectations.

**Education Background:**

* **B-tech** from B.S Anangpuria Institute of management and science with 82% aggregates.
* **12th**from C.B.S.E board with 80% aggregates.
* **10th**from C.B.S.E board with 76% aggregates.

# **IT Skills:-**

* Technologies: Web designing, Web Development, front end and backend technologies, Java developers, Devops Engineer, UI/UX developers, Block chain Technology, angular and react Js developers, Net developer, AWS cloud Engineer, Database developer, Application Engineer, Android Developer, Mobile application developer.

# Key Impact Areas

Strong Knowledge of Technologies

HR Operations

Interacting with clients

Maintain Reports/Tracker

Screening / Sourcing

Manage Vendors

Team Handling

# Key Skills

Innovator

Collaborator Thinker Intuitive

**Professional Experience:-**

**Ferns N Petals** (Jan 2022 - till Now)

Assistant Manager- Talent Acquisition

**Team Computers** (Jan 2021 - Jan 2022)

Senior Talent Acquisition Specialist

**SNS Enterprises** (April 2017 - Dec 2020)

IT Recruiter- Talent Specialist

**Key Result Areas:**

**As Assistant Manager:-**

**My Role:-** Involved in **full End to End Recruitment(IT/Non-IT) Cycle involving handling Client & Recruitment Life Cycle from Sourcing, Screening, Selection, Salary Negotiation, pre selection Process, Client Handling in terms of understanding the requirements in respect of the profile, package, organization, Onboarding/Induction, Employee Relations, handling day to day query & grievance management, Performance management, Benefits & Compensation management, HR Budgeting & analysis, Internal/external coordination with Stakeholders/Employees and Vendors, Employee Engagement, Offer Letter generation, Reports and Tracker updates, Salary Appraisals, Background Checks & verification, Onboarding, Joining formalities, induction & Orientation, Exit Interviews & Formalities, Handling team members.**

**As HR Operation:-**

• Onboarding & Induction of new recruits, sending welcome e-mails, official email id's generation, sharing joining kit, biometric registration, getting their workstation ready, issuing laptop/desktop, registration for PF/ESI and medical insurance, issuing appointment letter to new joiners.

• Deliver a superior new hire experience by providing a good and smooth onboarding and induction experience, and maintaining quality throughout the pre/post-employment onboarding process

• Ensure the completion and accuracy of all pre-employment processes and forms, documentation according to the India and Global policy and guidelines, and TAT, while maintaining data integrity.

• Interact and coordinate with new joiners and conduct skip meetings with Recruiters, Recruiting Managers, Hiring Managers/Executives, and other internal, external, and global stakeholders required as per 15-30-60 days’ timeline for regular feedback and submitting the report of employee and managers feedback.

• Provided beneficial advice and support to new employees, answered questions, and resolve any problematic onboarding and post-onboarding issues

• Training and Development: -Identify areas that need attention and improvement accordingly design and implementation of a training program and organizing the training sessions through external vendors/Agencies, E-learning portals (LinkedIn Learning)/ HRMS learning module, and by Internal stakeholders and seniors through knowledge sharing sessions and keep a track on all training cost, attendance, feedback on training by maintaining a monthly training tracker • Contributed to the successful implementation of HRMS, LinkedIn Learning portal thoughtfully considering business requirements and user experience. Recognized for my role in system design, configuration, testing, employee communications, education, and training on new systems or portals.

• Handling and maintaining the employee files, contracts, (maintaining and updating various data trackers for Onboarding/Off boarding, Employee Engagement, L&D, Insurance, Attrition, Rewards & Benefits TAT, Talent & Culture, Training reports), and other documents in hard and soft copies and timely updating the data timely in HRMS/HRIS system • Acting as the first point of contact for all HR related matters & addressing all employee queries, grievances, and other concerns, and taking necessary action in the required timeline

• Setting up, monitoring, and then tracking all employee probationary periods, notice period, contract terms, appraisals timelines, Insurance terms, allotted targets, and issuing new letters accordingly

• Supporting management in Framing flexible organizational policies, in line with the best practices in the industry and adhering to Indian Labor Law, which includes management Expectations (Working hours, standards of conduct, attendance, dress code, safety rules, POSH, Compensation, Leaves, COVID-19 awareness and policies, Rewards and benefits and other required policies applicable as per external and internal culture/environment, etc.

• Managing all aspects of leave and attendance management, employee notification, and vendor management

• Coordinating with Accounts /Finance, Compliance team in monthly payroll, provide them accurate salary data including Attendance, Incentive, Bonus, Commission, employee loan, PF, ESIC, and other benefits and deductions in the given TAT

• Managing yearly/Half-Yearly employee performance and Appraisals by collecting rating/scorecards from the employee line managers and HOD.

• Advice & support the management and stakeholders in conducting the appraisal meetings, performance review, and appraisal calculations, and issuing the appraisal letters accordingly

• Managing employee engagement by arranging various activities, get-togethers, Festive, Birthday, and internal event celebrations, CSR activities as per the allotted budget by management.

• In COVID times keeps the employee engaged by arranging various virtual Activities (on Zoom and MS Teams), games, events, activities, Fun Friday sessions, other social, athletic & recreational activities, etc

• Sending Weekly or Monthly mailers of Upcoming pieces of training, Meetings, Policies, Birthday’s, COVID Updates, and other required communication mails

• Conducting exit interviews and verifying that employee full/final settlement, closing, and other paperwork was completed as per compliance in the given TAT

• Fostered teamwork conducive to positive dialogue across the organization

**Roles and Responsibilities:-**

● Manage and motivate a team of recruitment professionals ensuring service excellence.

● Provide specialist advice and guidance on the most appropriate selection and testing methods available pertaining to the current role.

● Utilizing and engaging all the hiring managers in the candidate lifecycle.

● Understanding business requirements and ensuring those are met

❖ by providing sourcing inputs month on month in line with the requirement

❖ making sure the profiles are received as per the plan drafted by the sourcing partner

❖ highlighting and activating alternate channels in case of deficit.

● Extensively working towards generating decent number of WIP to meet

❖ Monthly Target.

❖ Monthly Recruiter Productivity

❖ And Other TAG metrics

● Data Management- Maintaining Fulfillment trackers, Profiles tracker, dispensation rejects tracker, Sourcing Inputs/Plan Tracker, Preparing job description & specifications, designing attractive and creative job posts as per requirement, and posting them on all possible social/professional portals.

● Enabling and Extending ground support to recruiters, business recruiters, support staff, business SPOC delivery leads etc. on a daily basis to ensure smooth functioning.

● rolling out the offer letters after the salary negotiations and management approval to the selected candidates.

● Onboarding & Induction of new recruits, sending welcome emails, official email id's generation, sharing joining kit, biometric registration, getting their workstation ready, issuing laptop/desktop, registration for PF/ESI and medical insurance, issuing appointment letters to new joiners.

● Training and Development: -Identify areas that need attention and improvement accordingly design and implementation of a training program and organize the training sessions through external vendors/Agencies.

● Acting as the first point of contact for all HR related matters & addressing all employee queries, grievances, and other concerns, and taking necessary action in the required timeline

● Managing yearly/Half-Yearly employee performance and Appraisals by collecting rating/scorecards from the employee line managers and HOD.

● Conducting exit interviews and verifying that employee full/final settlement, closing, and other paperwork was completed as per compliance in the given TAT. As Senior Talent Acquisition.

**As Senior Talent Acquisition:-**

* Managing the complete **End to End Recruitment life cycle** from initial *screening* till onboarding candidates.
* Sufficient experience in entire Recruitment life.
* *Sourcing* the best engineering talent (Tier1/Tier2 graduates) through Job Boards, Social Media, Portals, Employee Referrals, and Candidate Referrals.
* Conduct the initial telephone screening of potential applicants.
* Using various recruiting tools like using job boards, employee referrals, social media and headhunting.
* Obtain work history, education, training, job skills, and salary requirements.
* Maintain relationships with colleges, universities, consultant’s etc. additional qualified candidates.
* Handling Client & Recruitment Life Cycle from ***Sourcing*, *Screening*, Selection, Salary Negotiation, Mass Mailing, pre selection Process etc.** Client Handling in terms of understanding the requirements in respect of the profile, package, organization, etc., Attending the Client calls on daily basis and discuss on the current and upcoming requirements.
* Responsible for offer negotiation, offer preparation and follow ups.
* Must be proficient in recruiting techniques like Head Hunting, Calling, Networking Sites, Referrals and Internet Based recruiting tools.  
  Must have experience on hiring all levels of technical candidates.
* Maintaining and updating the candidate database for requirements.
* Independently handled various *hiring* drives for assigned requirements, also responsible for co- ordination of interviews on daily basis.
* End to end management and co-ordination with the recruitment vendors for getting the right talent onboard for the business
* Worked at leadership *hiring*, bulk *hiring*, generating strong database, networking, follow-ups, administration & co-ordination.
* Proficient in fulfilling Technical Architect, Project Manager etc. kind of senior position as well
* Maintaining Candidate/Vendor relation on the progress of submittals made, Interview Coordination and taking care of the joining formalities.

**As IT Recruiter:-**

* **Develop talent acquisition** strategies and hiring plans
* Hire & build the right team of recruiters for meeting organizational objectives
* Provide effective Induction trainings & conduct knowledge sharing sessions as per business needs
* Assess the recruiter training needs and deliver **regular trainings** based on the required job competencies & client needs
* Establish relationship with the clients and understand their **talent needs & hiring requirements**
* Clearly understand the job responsibilities & the overall job requirements
* Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
* Schedule and **coordinate face-to-face and telephonic interviews** for client hiring managers with candidates
* Manage the recruiter/ hiring team by setting up right performance parameters and a process that enables
* Improvement in **hiring quality and reduces the time to closure.**
* Drive & Mentor Team on **client requirements, client delivery & managing** the overall client relationship
* Ensuring **team productivity & serviceability** as per the client’s expectations
* Conduct performance reviews of the team regularly and coach them to provide effective performance
* Use metrics to create weekly & monthly business reports/MIS
* Drives **team engagement & retention initiatives**
* First level of contact for addressing & resolving recruiter/performance issues

# Certifications and Training: -

* + State as well as District level certificate in Singing.
  + Participation certificate in two days’ workshop on Digital Marketing.
  + Certificate from IIT Bombay in successfully completed test in C, C++, and Java.
  + Certificate from Institute of Hardware and Software Technology in Microsoft office.
  + Certificate from Government Institute “Hartron” in learning Web Technology Language.

# Projects: -

* + Make a minor project using c concept named as **“Kon Banega Crore Pati”** and **“Online Grocery Site”**

in collage.

* + Make a website“**NetwebIndia.com”**
  + Worked on Responsive Website for **“Placementindia.com”.**
  + Make project on Company site **“Asa software services pvt. ltd”.**
  + Worked with the online portal job portals like **naukri.com** and **monster.com**
  + Make a customer panel to interact with admin called **“Railtel”**
  + Maintaining the sites and make it more efficient by removing bugs.
  + Helps the organization in understanding the business problem and needs & do the proper documentation.
  + Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.

Strength’s:-

* A good listener
* A good writer
* Ability to think out of the box
* Conduct quality research
* Extract the data
* Excellent presentation skills
* Able to work independently or with a group
* Self-motivated and assertive but with pleasant personality
* Good speaker and explain well.

Extracurricular Activities: -

* I am interested to explore myself.
* I am a very good singer too.
* Awarded as the Star of the month manytimes.
* Ability to work under pressure and deadlines.
* Ability to solve the problems.
* Influencer and having a good leadership quality.
* Quick Learner.

Declaration: -I hereby **declare** that the information furnished above is true to the best of my knowledge.

