**RESUME**

**ARATI R. CHAUHAN**

**H U M A N RE S O U R C E – EX E C U T I V E**

**Talent Acquisition, Recruitment, Sourcing, Interview & Co ordination, on - boarding, Operational Management**

Email: achauhan3009@gmail.com

Contact: 8850450122

**Objectives :-**

Experienced recruiter with a proven track record of successfully sourcing and hiring top talent for both technical and non-technical positions. Seeking a challenging and rewarding role where I can leverage my skills and experience to drive recruitment success for a growing organization.

**SUMMARY: -**

* Total 8.5+ years of experience in Sales & Pre/Inside Sales, Outbound Calling, Business Development and Recruitment.
* 4 years of experience in recruiting, with a focus on both technical and non-technical positions.
* 1 years of experience in technical recruiting, with a focus on software development, engineering, and IT positions.
* Demonstrated success in sourcing and hiring high-quality candidates through various channels, including job boards, social media, employee referrals, and networking events.
* Good Exposure with **SAP FIELDGLASS Tool.**
* Proficient in applicant tracking systems (ATS), sourcing tools, and other recruitment technologies.
* Strong communication and interpersonal skills, with the ability to build relationships with candidates, hiring managers, and team members.

**PROFESSIONAL EXPERIENCE: -**

**Intelliswift Software India Pvt Ltd**

**June 2022 to Till Date**

Department : HR

Designation : Technical Recruiter/HR

**Responsibility:**

* End to end recruitment
* Performance Management System related activities.
* Onboarding and induction.
* Prepare different kinds of HR / Mangt. reports.
* Managing a team.
* Coordinate with HODs and Management for HR related matter
* Good Exposure with **Glider** Tool.
* Regularly Using SAP **Fieldglass** tool for regular updates on requirements and candidate hiring process.
* Met or exceeded recruitment metrics, including time-to-fill, candidate quality, and diversity hiring goals.
* Providing **training** to Trainee-Recruiter as senior and Buddy
* Worked with Clients like **WALMART,LOWE’S,SAMSUNG,PHILIPS,E & Y,AUTODESK.**

**Description: (Skills Handles for IT Requirements)**

**IT Requirements**

• Clients Requirements : Java.J2EE, Core Java, Spring framework-hibernate, OOPS, Multi-threading, Web services (SOAP and REST), Microservices Data Structures, Algorithms, Java Developers, Ui developer Full Stack, SDET, RPA Developers, UX designer ,React js Developer ,UI developer and so on

**Achievement:**

* Received the " **I-ninja Award**" as within 3 months of joining I performed exceptionally and in Q4
* Awarded by colleagues for the "**I-Applaud" and “I-Buddy**”award for consistently supporting team members and contributing to a positive work environment.
* Awarded the "**Spot Award**" certificate and reward for my performance in Q1

**Certification**

* Achieved Certification for Talent Acquisition Program.

**AMAZON SPN Freelancer (Ehelpmate Solutions)**

**June 2019- May 2022**

**Designation**: Team Manager

**Responsibility:**

* Acquisition of new seller accounts for online sales.
* Account registration/Management and launching of new seller accounts on amazon seller central.
* Leading team of 5-10 employees.
* Hiring Service staff for technical work like listing and cataloguing and do the same on own as per requirement.
* Recruiting Commission based Employee for performing the required task on seller Digital platform

**DBS Bank**

**Oct 2018 – May 2019**

Department: SME Institutional Banking

Designation: Virtual Portfolio Manager

**Responsibility**: -

* Relationship Management for a Portfolio of customers.
* Managing PAN India existing customers of DBS bank.
* Managing Operations like Trade, Bank Ideal platform, and Forex etc.
* Generate business and cross sell all products like trade, Forex, FD, FFD etc.
* Lead generation for adding new accounts.
* Enhance the value of existing accounts of Current account.
* Retention of accounts.

**Purnartha CapMetrics Investment Advisers Pvt.Ltd.**

**August 2017 – August 2018**

Department: Business Development and Customer Service

Designation: Business Development Executive

**Responsibility: -**

* Providing long term investment advisory to generate wealth for investors.
* Responsible for making calls on the database and generate leads of interested clients in availing Company services.
* Being a support function to sales by providing leads and attending inbound/outbound calls of the clients.
* Arrange meeting with HNI clients and Ultra Clients.
* Handling client request, queries.
* Handling Digital Marketing Portal Chat and Inbound Call.

**HDFC Standard Life Insurance Company Ltd (HDFCLIFE)**

**October 2015 to Mar 2017**

Department: - Bancassurance Tie-up with HDFCBANK

Designation: - Sales development manager

**Responsibility: -**

* Develop and drive business planning and goal attainment.
* Spearheading teams of sales and service, motivating them to be consistent performers, shaping their skills and
* assisting them in achieving organizational goals and assigned targets.
* Developing good working relationships with existing channel sales associates, identifying and nurturing potential
* Interact with customers, analyse their requests, provide value added services to them.
* Utilize creativity and out-of-the-box thinking to proactively develop new ideas and/or creative marketing
* programs to stimulate customer interest and demand, resulting in new approaches to prospecting and lead
* generation.

**INDUSIND BANK**

**April 2014 to September 2015**

Department: - Unsecured Assets.(Credit card and Personal loan)

Designation: - Acquisition manager

**Responsibility: -**

* Pivotal role in developing and understanding client base in Mumbai for IndusInd Bank credit cards and personal loan.
* Conceptualizing and implementing the sales plan and ensuring accomplishment of the business goals across
* Mumbai city.
* Monitoring, forecasting of sales.
* Analysing CIBIL, debts and liabilities on customers.
* Conducting activities, to create product awareness.

**ACADEMIC DETAILS: -**

• Bachelors in Computer Engineering from Y.T.I.E.T, Karjat with 63.20 %

• H.S.C from Utkarsha Vidyalaya and Junior College of Arts &amp; Science, Virar with 74.67 %

• S.S.C from National English High School, Virar with 72.67 %

**PERSONAL DETAILS: -**

Date of Birth: 30th Sep 1990

Language Spoken: English, Hindi, Marathi

Marital Status: Married

Address: Indore,Madhya Pradesh ,India