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|  |  | **Harshitha Bhandary** | | | | | harshithasonybhandary@gmail.com • 8884104166 • |  |  |
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|  | **OBJECTIVE** | |  | | | | | | |
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|  | To pursue a highly rewarding career in an organization and work in a healthy work environment where I can delivery my services to the best of my capabilities. | | | | | | | | |
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|  | **PROFESSIONAL EXPERIENCE** | | |  | | | | | |
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|  | **STAFFING ANALYST**    **Black And White Business Solutions** (From 14 Feb 2018 to 30 Oct 2021)  Bangalore ,Karnataka  Responsibilities   * Interfaced with clients requiring staffing services to determine number of hires, salary, positions, and job descriptions for short-term and long-term temporary employees. * Sourced resumes to select best-qualified candidates and interviewed candidates to better assess qualifications and ascertain personality, personal character, and work ethic. * Validated applicants’ references and communicated with previous employers to qualify capabilities and verify work history. * Followed up with clients to evaluate temp employee performance and client satisfaction. * Achieves staffing objectives by recruiting and evaluating job candidates. * Deep knowledge of Recruiting and HR concepts. * Huge knowledge of Technology Recruiting.   **Recruitment Assistant Cum Admin HR** **THOUGHTi Inc (Remote)** (From 1st Dec 2021 to 27th Sept 2023) Immediate joiner Navi Mumbai ,Maharastra  Responsibilities   * Understanding manpower requisition from **“IT” department**. * Understanding the requirement and accordingly drafting the job description and getting it approved from Technical Team Lead / Project Head . * Hiring New vendors, onboarding them and giving demo about the portal “Talent portal” access and briefing them about the **“Technical”** requirements. * Sourcing candidates from social platforms that match the desired skills like **Java ,Nodejs ,React ,Angular ,Java Script ,PHP ,AI/ML ,Laravel ,Python Developers .** * First level screening done and further proceeding to Tech team for Next level screening process . * Technical Interviews to be scheduled for shortlisted candidates with our Tech team . * Salary Negotiation with selected Candidates. * Asking manager to release offer letter . * Following up with shortlisted candidates for joining. * Helping candidates for Onboarding process ,briefing them about company projects ,products & work environment. * Reviewing weekly and monthly evaluation report of employees from their reporting officer . * Calculating attendance of each employee & regularizing those leaves and compoff and then processing Salary. * Conducting everyday meeting to understand employee needs and queries & getting the update regarding ongoing project work. * Maintaining and updating the database of candidates. | | | | | | | | |
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|  | **ACADEMIC QUALIFICATIONS**   |  |  |  |  | | --- | --- | --- | --- | | **COURSE** | **UNIVERSITY** | **NAME OF THE INSTITUTION** | **YEAR OF PASSING** | | **Bcom** | Mangalore University | Sri Dhavala College ,Moodbidri | 2017 | | **PU** | Karnataka State Board | Jain PU college Moodbidri | 2014 | | **10th std** | Karnataka State Board | Jain High school , Moodbidri | 2012 | | | | | | | | | |
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|  | **SKILLS**   * Leadership quality * Communication skills * Cheerful and Energetic * Organizing skills * Vendor management * Screening * Salary Negotiation * Sourcing candidates from social platform ( IT /Technical Hiring )   **TECHNICAL SKILLS**  MS Word, MS Excel, MS PowerPoint  Common Operating System. | | | | | | | | |
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|  | * **DECLARATION**   I, hereby declare that all the information above is true to the best of my knowledge.  Place: Moodbidri Harshitha | | | | | | | | |
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