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# Neha Srivastava

## Objective

To work in a professional environment with focus on result oriented performance and reach at the leading oriented position in a worldwide organization by way of proving my efficiency and hence contribute the maximum possible in my capacity to uplift the company.

## Attributes

- Motivator and team builder with strong interpersonal skills; enjoy taking challenges as Team Leader
- Highly positive attitude, adaptable to demanding situations with focused mind on goals and targets
- Optimistic, determined to excel without compromising with quality of services
- Possess strong analytical skills, far sighted with clear concepts and understanding of subject

## **Work Experience:**

Presently Working with **Link Management Solutions Pvt. Ltd.** As a HR Executive from July 2013 to till date.

### **Job Responsibilities:**

#### **Human Resource Activities:**

- **Recruitment:** Responsible for End to End Recruitment. Handled all levels of hiring like middle level and higher level hiring.
- **Sourcing:** Sourced the best pool of candidates from Job portals and social networking sites. Handling the complete recruitment life- cycle for sourcing the best talent. Currently using Monster, Naukri, LinkedIn, Google & Social networking sites & my own network.
- **Understanding Requirement:** Gathering the job description for open requisitions from Technical Managers and taking complete understanding of the job profile. Working for the IT profile such as JAVA, .Net, developer/Lead, sharepoint, ETL, Hadoop, Informatica, Automation etc.
- **Interviewing:** Taking telephonic interviews as a first screening round and then forwarding the resumes to HR Managers. Interviewing of potential candidates in order to assess the candidate's suitability, Attitude, Academic & professional qualifications, experience, communication skills etc.
- Arranging skype, video conferencing as per client's availability.
- **Negotiations:** Handling Salary Negotiations, salary closures, follow up with candidates.
- **Follow Up:** Regular follow-up with candidates with respect to offers and addressing their concerns (salary, relocation, joining date) and make sure the candidate joins in time.
- **Invoices:** Preparing invoices and Sending in client companies.
- **Client Handling:** Developing new clients and also handling many clients. Good Interaction with clients. Collecting new Positions from the clients, processing sourced resumes in companies. Collecting feedback from the client companies.

- **Team Handling:** Handling a Team. Assigning the positions to team members. Follow up with team members till joining of candidates.
- **Reports:** Generating weekly and monthly report of whole recruitment activity.

Worked at **SKC INFRATECH Pvt. Ltd.** (H.R. Executive) from 20<sup>th</sup> May 2010 to 30<sup>th</sup> Nov. 2012.

#### **Job Responsibilities:**

- Manage administrative functions within department to include assisting HR Manager with recruitment, hiring, and completion of new-hire administration processes.
- Conduct first round of telephonic interview for the candidates to schedule interviews.
- Assisted with recruitment and employment activities to include requirements gathering from senior staff, sourcing, application/résumé screening, interview scheduling, and reference checking.
- Maintaining the joining and exit formalities of employees.
- Highly involved in Payroll process of for employees.
- Follow up confirmation records statutory obligations – PF, ESIC, Gratuity etc.
- Preparation & submission of all relevant HR letters/Documents/Certificates as per the requirement of employees in consultation with the management.

#### **Academic Qualifications**

##### **Education: General**

Bachelor of Arts (Computer Application) From Deen Dayal Upadhyay University Gorakhpur in 2006.

Intermediate in Science from Saraswati Vidya Mandir Girls Inter college, Gorakhpur in 2003.

High school in General from Saraswati Vidya Mandir Girls Inter College, Gorakhpur in 2001.

##### **Education: Professional**

Post Graduate Diploma in Management (F/T) from "Institute of Productivity & Management ", Lucknow in the year 2007-2009 (Approved by A.I.C.T.E, Ministry of HRD, Govt. of India).

#### **Computer Skills**

- Application Packages: Working knowledge of MS Office and Internet.

#### **Extracurricular Activities**

- Organizing and Participating in Annual Quiz Competition & College Culture at college and school level.
- Coordinated "Founders Day" at college level (September2007 & 2009).
- Coordinated marketing games in the college.
- Actively participated in the various cultural activities in the school and college level.

#### **Personal Details**

<b>Date of Birth</b>	: 8th April 1987.
<b>Gender</b>	: Female
<b>Marital status</b>	: Married
<b>Husband's Name</b>	: Mr. Lokesh Kumar Srivastava
<b>Language Known</b>	: Hindi and English
<b>Nationality</b>	: Indian

**Date:**

**Place:**

**(Neha Srivastava)**