### Heena Arora

New Delhi

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**OBJECTIVE: -**

Seeking a challenging and responsible position in core HR in an esteemed organization, where the environment is commensurate with learning and growth and where my skills and talents can be used effectively to benefit the company. I always look forward to learn and adapt to new challenges.



**PROFESSIONAL SYNOPICS**

* **Dynamic and result-oriented individual** with more **than 5.5+ Years**in IT recruitment Industry**.**
* **A Human Resource Professional with in-depth practical awareness as well as extensive exposure in the areas of Talent Search, Recruitment, Performance Management and Client Servicing.**
* **A head hunter**successful in identifying candidates, establishing and developing client relationships and providing quality service.
* **Proactive professional**with excellent consensus building, intercultural negotiation and organization skills with demonstrated capability to implement and execute business strategies.
* **Extensive exposure in working**for various clients, has developed the ability to work in highly diverse environments with people from varied backgrounds
* Focused and **smart working, self-motivated** and team oriented.



**EDUCATIONAL CREDENTIALS**

**MBA in HR pursuing (Last semester pending)**

**MIT,Pune**

**B.Sc(IT)**

Kuvempu University, Bangalore

**Intermediate**

CBSE BOARD, Delhi

**Matriculation**

CBSE BOARD, Delhi

**Technical Skill:-**

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| **Microsoft Technology** | C#, .Net Framework, C#.Net, VB, VB.Net, ASP, ASP.Net, ADO, ADO.Net, SQL Server |
| **Databases** | Oracle(9g,10g,11g,11i), MS SQL ,PL/SQL,My SQL, Sybase, DB2, AS400. |
| **Testing Tools:** | Manual Testing, Automation Testing, Performance testing etc. |
| **Web Technologies** | J2EE, JMS, XML, XSL, JDBC, Struts, Servlets, Swing, JSP, Core Java, Apache, Tomcat, WebLogic, JQuery, React ,Plugin,PHP,DRUPAL,ServiceNow , AEM , Sitecore, Angular, Nodejs so many more.. |
| **ERP** | SAP, Oracle,Peoplesoft,MS CRM |
| **Admin** | Oracle DBA, Apps DBA, Core DBA, Active Directory, SharePoint Admin,Remedy etc.. |

**COMPUTER SKILL: -**

Operating Systems : Windows 9x, XP. window 7, Window 8

MS Office : Advance Excel, Power Point, MS word ,Outlook.



**ORGANISATIONAL EXPERIENCE**

**Organization: Concepts Human Resource**

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| **Tenure Date** | **Designation** |
| **Apr’14 to Apr’15** | **HR Trainee** |
| **Apr’15 to Apr’16** | **HR Executive** |
| **Apr’16 to Apr’17** | **IT Recruiter cum Team Lead** |
| **Apr’17 to Apr’18** | **Senior IT Recruiter cum Team Lead** |
| **Apr’18 to Apr’ 19**  **Apr ' 19 to Nov '19** | **Senior IT Recruiter Specialist cum Team Lead** |

**Apr’18 to Nov’ 19**

**Designation: Senior IT Recruiter Specialist cum Team Lead**

* Responsible for **Full Recruitment Life Cycle** across all levels (Top, Middle and Junior Level) and functions for various clients and individual contributor.
* Resume Sourcing-: Understand and analyze the requirements on different skill sets and meeting client requirements.
* Identifying the potential candidates through -Database Search, Job Portals, Head Hunting, industry Mapping through primary (includes telephonic screening) and secondary research, social media
* Handling all types of technical requirements
* Candidate Screening -: Screening, Validating the potential candidates through telephonic interviews, technical experience & skills assessments, Short listing & selecting the candidates in the preliminary rounds & Briefing them about the job profile, salary package, organization culture, references checks etc.,
* Meeting hiring Managers for understanding clear job skill specifications to ensure appropriate identification of candidates and selection of highest quality hires.
* Negotiating with candidates, delivery of offers and post offer follow- up.
* Making weekly reports for all submissions.
* Responsible for the entire Life Cycle of the Recruitment Process
* Negotiating with candidates for salary Package.
* Follow up the candidates till closure .& joining
* I handed 6-7 People in my team.

**Methodology:**

* End to End recruitment (Sourcing until boarding)
* To source profiles through linked IN through recruiter access, job boards( Nakuri/ Monster/ Shine / Times jobs)
* Prepare accurate reports and present it.
* Major Clients: Cognizant, Deloitte , Mindtree , UHG , Tech Mahindra , IBS Software , NIIT Technologies , KPMG,Societe Generale, DBS, TCS many more…



**SKILL AND STRENGTHS: -**

* Ability to carry responsibility.
* Work Hard & Self Confidence
* Able to work on time
* Self learning & Good Listener
* Faith in God & own only
* Adaptability to the working environment.
* Getting along well with the people and can relate to a person at their level.

**Personal Details:**

* Gender: Female
* D.O.B:20-12-1989
* Marital Status: Married
* Language Proficiency: English, Hindi, Punjabi.

**Declaration:**

I hereby declare that the above information is true &reliable to the best of my knowledge &belief.

Thanks & Regards,

Heena Arora.

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