



ANJALI

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Extensive experience in managing end to end human resource (HR) activities and resource sourcing; ramping-up projects within time with proper skillset, resolving project & resource conflicts, drafting-verifying-train the processes with a reputed organization in IT industry

Soft Skill



Achievements

- Worked as Global Organizational Process Trainer for Hiresome!
- Bagged the following awards & recognitions for outstanding performance:
 - Appreciation from HCL for process enhancement to hire IoT resources and ISD
 - Appreciation from Quesst in process improvement to sign off the contracts with product companies

Certifications

- Hiresome Business Specialist
- Agile Process Associate by Quesst
- Strategic Human Resource – LinkedIn
- Technical Recruiting Certification (level 1 to 5)- LinkedIn

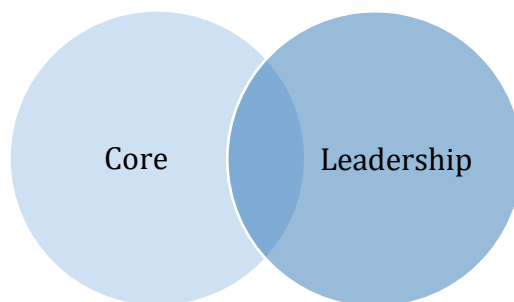
Profile Summary

Offering over 4 years of experience in resource & project management in HR portfolio

- **Impactful IT Professional** with enriched knowledge of skillset management, resource planning, scope definition, estimation, resource administration, process management and compliance with quality standards; ensuring organizational compliance with process & industry standards, cost and quality specifications
- **Gained exposure** in drafting, verifying and training organizational process & policies across the organizational hierarchy that belongs to different development centres, to improve the productive eco system
- **Client Side Resource Balancing** analyse, identify & map the requirement / sow resource line up, having knowledge in latest technologies at offshore, that aligns with the customer technical team.
- **Skilled in working** closely with both customer & delivery team to scale up the resource capabilities, enhance the enterprise echo system from both process & quality aspects, collecting inputs from various channels to improve or enhance different process templates as per the need & demand, monitor the trends in the IT & digitalization market from both skillset & resource aspects including expertise in cloud and IoT domain
- **Worked on several projects gathering experience** across finding & scaling up resources with various skillset; training & resolving process/policy. Has experience in understanding & resolving resource specific conflicts as well.
- **Strong leader, trainer & team player;** excellent motivational skills to sustain forward growth momentum while motivating peak individual performance from team members
- **An effective communicator** with strong leadership, decision-making, analytical and problem-solving skills

Core Competencies

Process Management
Policy Management
Resource Planning
Skillset Mapping
Conflict Management
Problem Support



IT Project/Program
Lifecycle Management
Skillset Management
Resource Strategy &
Execution
Process Enhancements

Skillset

Human Resource	Policy & Process Analysis, Process Documentation & Organisational Mapping, Managing & Tracking Sexual Harassment Complaints, Conflict Management & Resolution.
Business Analytics	Requirement Analysis & Documentation (RAD), Functional verification of the application modules, Handling Change Request (CR) - Functional Mapping / Documentation / Verification / Approval, Data Analytics & Report Management
Resource Sourcing	BDM, Cold Emailing, Sourcing Pipeline.
Technology	Product Management

Current Job Profile

- Managing HR BSE (Business Success Enabler) role for different projects.
- Managing sourcing team as a team lead.
- POC (point of contact) of client regarding for sourcing and process sink up.
- Handling business analytics for different projects.
- Working as an individual contributor for few technical projects offered by client, on demand.
- Working as process trainer.
- Managing the role of Business Development Manager.

Professional Experience

Feb'22 – Till Dec'22 with Qess Corp, Noida as Recruitment Consultant

Key Result Areas:

- Preparing, Verifying and Approving different process documents depends on the organizational needs.
- Communicating with employees for finding out the conflicts and resolve the same.
- Preparing different reports that details and renders multiple aspects of the sourcing stream. For example, gross matrix of multiple clients who offered contracts for pulling candidates with same skill set.
- Interacting with client on daily basis and sharing the demands with the team. Ensuring on time delivery and smooth process.

- Interacting with candidates as and when it is needed.
- Preparing different documents and reports regarding sourced sourced/recruited applicants and the process periodically.
- Working as a POC for multiple clients regarding their sourcing requirements.
- Screening and assessing prospective applicants and matching them with vacancies at client's end.
- Interfacing with media to undertake and promote different opportunities offered by multiple clients.
- Training and mentoring newly join resources in Quess regarding various organizational policy including induction.
- Managing the business development goals for business growth.

Previous Experience

Aug'19-Jan'22s with Hiresome (ExpertConnect Global Research), Noida as an HR Executive/Operations

Jan'19- Aug'19 with HDFC Bank, Gurgaon as Human Resource Co-ordinator

Education

- **SSLC : 2013**
- **Bachelor of Commerce, Delhi University (2013- 2016)**
- **Masters of Commerce, IGNOU (2016-2018)**
- **Post Graduation Diploma in International Business Operations, IGNOU (2016-2017)**
- **Bachelor of Library and Information Sciences (Pursuing)**

Personal Details

Date of Birth: 10-July-1996 || **Languages Known:** English, Hindi
Present Address: Delhi- 110091

Please find the Annexure for Project Details

ANNEXURE

Projects Managed

Client: HCL Technologies

Project: RPO – Quess Corp

Role: Human Resource Consultant – TL

Stream: IoT (Internet of Things)

Description: Responsible for end to end recruitment of a candidate for specifically IoT Project for various clients like, Signify, Telstra, BP etc. in HCL Technologies for locations like, Bangalore, Chennai, Noida, Pune, Hyderabad. Had worked with various roles from junior to architect level. Making sure, on time delivery and closure with sufficient supply. Screening candidates on the first level for the client. Managing day to day report and sharing the same with the assigned SPOC.

Roles taken care (tech-non tech):

.Net Azure Architect, Data Scientist, GCP Architect, Business Analyst, AWS/Azure cloud Engineer, IoT Device Lead, Nodejs Lead, Java AWS Architect/Lead, Automation Engineer, Embedded Tester, Manual Tester/System Tester etc.

Key Areas:

Sharing daily based submission report with the assigned SPOC in HCL.

Conducting weekly virtual drives.

Responsible for collecting feedbacks from the Panels for interviewed candidates and updating accordingly.

Taking client meetings with HCL SPOC/ Hiring Managers for better clarity on the position.

Handling in house vendors for supply.

Client: HCL Technologies

Project: RPO- Quess Corp

Role: Team Lead – Talent Sourcing Partner

Stream: ISD (Infrastructure Service Division)

Description: Taking care of the supply and screening on various roles for ISD project for various teams like C2, WFM Infor, Intelliservices etc. Handling end to end recruitment.

Roles taken care:

UI UX Designer, CAD Developer, Java AI ML Architect, .Net with ReactJs, C++ Architect, DevOps, Java Manager/ Architect etc.

Key Areas:

Responsible for updating/collating data.

End to end recruitment

Handling in hour vendors for supply on the assigned roles.

Project: Hiresome

Domain: IT

Role: Human Resource Executive/Operations

Description: Hiresome is a Video CV based platform that helps the companies in their hiring part and allowing candidates to create their videocv for the available jobs on the platform. It has inbuilt ATS part as well.

Key Areas

Contributed in building up this SaaS platform and setting up the HR department. Also, contributed in the business development side and generated some good leads through cold calling and emailing for our team.

Sourcing (tech – non tech) using free/paid platforms like, LinkedIn, Naukri, Instahyre, IIMjobs, etc.

Doing and reaching out to some Indian and international clients for the sale purposes.

Generated leads for the sales team as well.

Handling the ATS (inbuilt) and updating the candidates accordingly.

Training and Development, and responsible for giving a small training to the candidates before applying through the videocvs and reviewing them.

Have hired 3-4 inhouse people for our team as well.

Client: Venture Capital Firms, etc. (unable to disclose the names)

Project: Research – EcGR (parent firm of Hiresome)

Domain: R&D

Description: EcGR is a market research firm that works with different venture capitalist and equity firms that wants to invest in a specific area/ field/ organization and wanted to learn about their position in the market. There we used to connect with the specific people from specific domain/organizations for a better understanding of their organization/market size/ point of view on certain key areas.

Project handled in various domains, like:

Healthcare (National + International) : Connected with various healthcare experts, Doctors, for their views on different aspects shared by the client and scheduled the calls between them and the client for a better understanding. Connected with some students as well of a specific institute through Naukri and LinkedIn.

FinTech (National + International): Have reached out to industry experts from FinTech Companies in India.

EdTech (National + International): Connected with Top edtech firms as well as startups that are doing great in the market. Reached out to their customers using Instagram/Naukri/ LinkedIn for their experience with such platform.

Manufacturers & Suppliers (National + International): Doing some suppliers research in this project and while doing cold calling, understood the market size and their opinion and various things about this industry, on PAN India level.

Retail Industry: Help our clients to connected some retail industry experts, India as well as International.

Tour & Travel: In this project, connected various tour and travel agents with our client for their investment purposes.

Fashion – Luxury Brands, FMCG, Logistics, Manufacturers – Mobile brands, Cloth brands, Retail- Luxury Brands, etc.

Key Areas:

Playing a role of a research associate and was responsible for conducting calls between the clients and the person with whom the venture capitalist/clients want to speak.

Responsible for proof reading and attending such calls with our clients.

Head hunting on Instagram/LinkedIn/Naukri for some specific projects and conducting calls.

Customer: HDFC Bank

Project: Career Progression

Domain: Banking

Role: Human Resource Co-ordinator

Description: It was a project for internal promotion of the HDFC employees. Here from collecting feedback and test results from the team to sharing the templates with the central team I was playing a role of a coordinator.

Key Result Areas:

- Handling PAN India database for this specific project.
- Connecting with specific vendors who conducted the test for the results.
- Responsible for sharing the templates with detail of selected candidates with the central team for the further process.

Customer: HDFC Bank

Project: HDFC ERGO

Domain: Banking

Role: Co-ordinator

Description: Doing HDFC ERGO hiring for Rajasthan. Scheduling the interview for the walk-in drives in Rajasthan.

Responsible for collecting the selected candidates – end to end process. Document verification, collecting feedback from the regional manager or hiring managers was some of the responsibilities.

Customer: HDFC Bank

Project: Sales Officers – Hiring

Domain: Banking

Role: Human resource Co-ordinator

Description: In this project, I was responsible for the hiring of the sales officers for the entire Haryana, Delhi and Rajasthan. The responsibilities includes, scheduling interviews, collecting feedback, conducting walk-ins and handling them, document verification. I used to collect the attendance sheet from the central team and checked whether all the sales officers have submitted the same or not. Responsible for checking with vendors for the open supply on specific roles. Also responsible for scheduling and collecting the AMCAT test report for all the candidates and sharing the same with the central team.

Thanks.