

CURRICULUM VITAE

ARCHANA BHARGAVA

Contact No. 7017693230

Email.id- archana3343fmsbhu@gmail.com

Career Objective

To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well-established organization. Also, to seek a challenging career in the field of human resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

Professional Experience

HR Manager- IT Recruiter

ACG Infotech Limited, Noida (ACGIL - ERP and CRM Software Company) – (February 2020- November 2020)

- Experience in hiring ERP Implementer, ERP Sales, ERP Functional Consultant, E-Mail Marketing Etc.
- Screening, Hiring & Short listing of the candidates as per the requirement.
- Profile included Understanding Requirements, sourcing of resumes through various sources, shortlisting of Resumes as per the requirements, conducting Initial round of Screening Interviews, scheduling of interviews and salary negotiations with the final shortlisted candidates.
- Maintaining and updating of an active databank of qualified profiles.
- Handling end to end recruitment for mid & senior level positions -screening, short listing candidates, salary negotiation, offer roll out, conducting Background Reference Checks, documentation, joining formalities, on boarding.
- Follow up with the candidate up till they are onboard.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Indeed, Naukri, and networking tools such as LinkedIn.

HR - Admin

WebCraft IT Indore – (December 2017- November 2019)

- Screening, Hiring & Short listing of the candidates as per the requirement.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Indeed, Naukri, and networking tools such as LinkedIn. Also managing the hiring process of **Microsoft Company (Hyderabad)** as well, on-boarding process, reviewing resumes, conducting interviews and background checks.
- Conducting Induction for all new joiners Explained policies, procedures and company culture.
- Maintaining & updating the databases for Employees.
- Keeping the record of the new employees and the employees leaving from the company.

- Maintain & update Employee Database.
- Maintaining the attendance of the employees.
- Calculating & processing the salaries of the employee.
- Preparation of full and final settlement.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, Absenteeism notice, warning letter, etc.
- Employee engagement (Birthday mailers), birthday party & other event.
- Admin related (Stationary, handling of pantry issues)
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.

❖ **Skills Handled in Recruitment:**

- **Java Developer** - Core Java, Oracle, Spring.
- **PHP Developer** – PHP, Cake PHP, Magento, MySQL, Mongo DB, Java Script, Jquery, MVC, Joomla.
- **UI Developer** – HTML, HTML5. CSS, CSS3, Angular.
- **Web/Graphic Designer** – HTML, CSS, Bootstrap, jquery, Banner, Logo.
- **IOS** – Objective C, X Code, IOS, Swift.
- **Android** – SDK, Android Studio, Material Design, Rest, API.
- **QA Testing** - Automation/Manual, Selenium, White box, Black box, Smoke, /Jira etc.
- **.NET Developer** - ASP. Net, C#, Vb.Net, MVC ,Entity Framework.
- **Business Development Manager** – MSP, Vendor Management System, Cold Calling, Lead Generation, Direct Clients, Pre Sales
- **Bid Manager**-RFP, RFQ, RFI, RFX, Technical Solutioning, Solution Architect, Presales, End to End Process.

Executive- HR

Steplinkindia Human Resources and Placement Services Indore – (May 2017 to November 2017)

- To maintain the relationship with candidates. Analyze their personal & professional skills.
- To set them on right job according to their caliber.
- Interacting with client for their hiring plans and normal updates this includes telecoms and personal meeting.
- Taking care of offers joiners & drop outs.
- Identifying the candidates through various sources like job portals.
- Screening the profiles and conduct preliminary interviews.
- Co-ordinate with the candidates and the clients till the position is closed.
- Reference check and joining formalities.
- Responsible for maintaining daily reports on MS Excel to facilitate team reviews and decision making by the management.

IT Skills

- Basics (MS-Words, MS-Excel) Internet Concepts.

Extracurricular Activity

- Participated in High School CBSE **CLUSTER 4th Table Tennis Tournament**.
- Participated in High School CBSE **National Table Tennis Tournament**.
- In Graduation got 1st Position in **Table Tennis Tournament**.

Seminars Attended

- One day National seminar on “**Climate Change and Environmental Threat to Public Health & Sustainable Agriculture**” – August, 2014.
- One day National Conference on “**Science and Spiritual Quest**”- February 2014 IIT (BHU) Varanasi.

Personal Skills

- Willingness to learn
- Adaptive to change and ability to multi-task.
- Highly motivated & self-Driven
- Decision making power
- A self-motivated individual having strong ability to do work.
- Leadership and Positive attitude.

Educational Profile

MBA (Marketing) from **Faculty of Management Studies, Banaras Hindu University, Varanasi** in 2017.

B.Sc. (Botany, Zoology) from **Mahatma Gandhi Kashi Vidyapith, Varanasi** in 2015.

12th National Institute of Open Schooling **Varanasi** in 2012.

10th Happy Model School **Varanasi** in 2009.

Personal Profile

Father's Name : Dr. Narsingh Ram

Date of Birth : 05 March 1994

Gender : Female

Nationality : Indian

Marital Status : Unmarried

Permanent Address: C/9, Chitaipur, Vishwakarma Nagar Colony, Varanasi {U.P.}

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge.

Date:

Archana Bhargava