

Rakhi Pal

india

rakhipal5_9et@indeedemail.com

8285927113

- ☐ To gain experience and knowledge
- ☐ To perform with my utmost capabilities.

Work Experience

Senior Hr Recruiter

IDC Technologies

April 2019 to Present

Job Responsibilities

- ⇒ Experienced in IT recruitment, Sourcing, Screening & scheduling interviews.
- ⇒ Reference & background check.
- ⇒ Pre & post recruitment documentation.
- ⇒ Maintain employee personnel records.
- ⇒ Maintain database of candidates appearing for the recruiting process in excel sheet.
- ⇒ Screening resumes, following up on the interview process status.
- ⇒ Hands-on experience with the largest job sites like Naukri & Monster.
- ⇒ Maintain a database of potential candidates for future job openings
- ⇒ On boarding & joining formalities.
- ⇒ Good experience with some IT skills-Oracle, SAP, Networking, Java.
- ⇒ Update work reports on daily basis.
- ⇒ Hiring for Sapient Publics & Wipro Technologies.

Hr Executive

Javi Systems India Pvt Ltd

October 2017 to June 2018

Job Responsibilities

- ⇒ Candidate screening, Interviewing in same organization.
- ⇒ Reference & background check.
- ⇒ Searching the candidates through various means such as job portals, headhunting, advertising, references etc.
- ⇒ Conducting exit interviews & terminating employees..
- ⇒ Following up on the interviews process status.
- ⇒ Handling Daily attendance sheet from different department.
- ⇒ Manage employees' grievances.
- ⇒ Coordinate and direct work activities for managers and employees.
- ⇒ Setting appointments and arranging meetings.
- ⇒ Maintaining records related to grievances, performance reviews, and disciplinary actions.
- ⇒ Release daily funds for employees (Travelling, Fooding, Lodging Expense).
- ⇒ Communicating employer information and benefits during screening process.
- ⇒ Candidate screening, Interviewing in same organization.

- ⇒ Reference & background check
- ⇒ Screening resumes, following up on the interview process status.
- ⇒ Hiring the candidates for different different projects as per client requirement.
- ⇒ Administering appropriate company assessments.
- ⇒ Design compensation and benefits packages.

Fund Process Executive

Javi Systems India Pvt Ltd
December 2015 to October 2017

Company Details

Javi Systems is poised to revolutionize the networking, Storage and security arena. Javi priority and passion will always continue to be customer-oriented approach, which believes in providing value based products, services and solutions.

Customers-

Hewlett Packard, Orange business Services, CMS, BOI, HDFC, BSNL, VODAFONE, HUAWEI, ERICSSON.

Job Responsibilities

- ⇒ Release daily funds according to company requirement.
- ⇒ Preparation of bank reconciliation on daily basis.
- ⇒ Day to day accounting transaction in zoho books & zoho expenses.
- ⇒ Follow up for vender to provide their bill copy.
- ⇒ Maintain tds deducted details for every month.
- ⇒ Record & process the advance payments of employees.
- ⇒ Create the details of advance payment for every month.
- ⇒ Guide to employee for their advance settlement.
- ⇒ Record the payments in zoho books & zoho expense which one is paid by our company.
- ⇒ Experience with full-cycle recruiting
- ⇒ Solve the issues related to funds through calls & mails.
- ⇒ Invoice Processing
- ⇒ Perform & clear manual payments
- ⇒ Respond external or internal payments related queries.
- Perform duplicate payment check.
- ⇒ Communicate with vender master to resolve old pending issue.
- ⇒ Release daily funds for employees (Travelling, Fooding, Lodging Expense).
- ⇒ All bills & expenses create & update in zoho books.
- ⇒ Proper coordination with admin & support team to solve their fund related queries.

Education

MBA

Lovely Professional University
2016

B.Com

Maharishi Dayanand University
2013

Skills / IT Skills

- React js, React Native, React Redux, Full Stack, UI Technologies (Angular/ React/Bootstrap), UI/UX Designer/ Developer, MERN Stack, MEAN Stack, Core Java Spring boot Micro services, Xamarin developer, Mule soft (Mule Esb), SAP Basis, SAP ABAP HANA, IBM OMS Sterling, Documentum, SharePoint (Online / Migration), SFDC (APEX /Lightning), Node JS, DevOps, Ansible, Cloud Technologies, Agile Scrum, Android Kotlin, .Net Core, Mobility (IOS, Android) etc. IT In IT Infrastructure Networking (LAN, WAN Engineer, Switches, Routers, Network Security, Firewalls). CISCO TAC, SOC, Voip, Cisco TAC Web Technologies PHP, UI, UX, Angular JS, Node JS, React JS, Express JS, Backbone.JS. Testing Tools Performance Testing Load Runner, J Meter, API, Automation, Appium, Robotium, Fitnesse, QTP. Selenium. Database Oracle, MySQL, Mongo DB SQLite, Sybase, , Hadoop (Big data). Programming Languages C, C++, C#, Java, J2EE SunTechnologies Java, Java Architect J2EE, JSP, Core Java, Java Framework: Struts, Spring, Hibernate. Domain Information Technology, Telecom
- Good skills in operating computer with typing speed.
- Good knowledge of Internet like Web surfing, Email etc. Knowledge of other application like
- MS Office (MS Word, MS Excel, MS Power Point,), Tally.
- Hardworking, Honest, fast learner
DECLARATION I am here by declaring that all the above-mentioned details are true to the best of my knowledge and belief. Place: Date: (Rakhi Pal)