# SUMMARY

**ARTI MISHRA**

**Mobile: - 9650486161**

[**arti.maac@gmail.com**](mailto:arti.maac@gmail.com)

Talent Acquisition professional with 6+ years of experience in managing the full life cycle recruitment process.

**RELEVANT EXPERIENCE**

**Amity Software Systems Limited.**

**Senior [HR Executive](https://www.linkedin.com/jobs/view/3490866173/?alternateChannel=search&refId=YlWAZNlGvecXi9zyGbHh5A%3D%3D&trackingId=aDzM5SNRkqEgwwkdGTBtMQ%3D%3D&trk=d_flagship3_jobs_discovery_jymbii)**

**Feb 2022 *–* Till Sep 2022**

**Key Responsibilities:**

* **Talent Acquisition:**
* Develop and implement effective recruitment strategies to attract qualified candidates.
* Utilize various sourcing methods, including job boards, social media, networking events, and referrals.
* Build and maintain a talent pipeline for current and future hiring needs.
* **Screening and Interviewing:**
* Review resumes and applications to identify qualified candidates.
* Conduct initial phone screens and in-person interviews to assess candidates’ skills, experience, and cultural fit.
* Coordinate and schedule interviews between candidates and hiring managers.
* Provide feedback and guidance to both candidates and hiring managers throughout the interview process.
* **Team Management:**
* Lead and manage a team of 4-5 Recruiters .
* Assign and prioritize recruitment tasks to ensure efficient delivery.
* Provide guidance, mentorship, and performance feedback to team members.
* **Candidate Experience:**
* Ensure a positive candidate experience by maintaining clear communication and timely feedback throughout the recruitment process.
* Manage candidate relationships and ensure consistent follow-up during the interview process.
* **On boarding:**
* Collaborate with hiring managers to facilitate a smooth on boarding process for new hires.
* Maintain accurate records of all recruiting activities, including candidate interactions, interview notes, and hiring decisions.
* Provide regular updates to HR and management on recruitment metrics and hiring progress.
* Ensure compliance with all relevant employment laws and regulations.

# Outgrow Consulting

# Talent Partner

# (Feb 2021 –July 2021)

**Roles and Responsibilities:**

* + - Working on end to end IT and Non IT Recruitments.
    - Client handling and Team Handling of five.
    - Searching Candidates as per the requirement of Company.
    - Managing complete recruitment life-cycle for sourcing best talent to the company within set timelines.
    - Handling End-End Sourcing activities of the Company at Pan India level.
    - Co-ordinate with Candidates and HR Manager.
    - Scheduling Interviews and Follow-ups with candidates.
    - Sourcing & Screening of candidates through Job Portals, Mail Blasting, professional sites, networking, head hunting, Employee References and Self-Data Bank.
    - Arranging & conducting Interviews/Initial screening of the candidates/ helping in recruitment processes.
    - Communicating with all candidates on a regular basis.
    - Maintain contact with the offered candidates till their joining and so on.

# Global Consultant

**Talent Acquisition**

**(Sep 2017*–*Aug 2019)**

**Key Responsibilities:**

* Source and attract top talent for IT and Non-IT positions using various channels (Naukri, LinkedIn, Indde.com, etc.)
* Conduct outbound calls to potential candidates for open positions.
* Screen resumes and schedule interviews.
* Maintain candidate records and ensure timely follow-ups.
* Assist in end-to-end recruitment processes.
* Build and maintain a talent pipeline for future hiring needs.

# MVG HR Solution Pvt. Ltd.

# HR Recruiter

**(Jan 2015 *–* Aug 2017)**

# Responsibilities:-

* Source and attract top talent for IT and Non-IT positions using various channels (Naukri, LinkedIn, employee referrals, job fairs, etc.)
  + Manage end-to-end recruitment process, including scheduling interviews, taking feedback, and extending offers
  + Utilize Google Sheets and Microsoft Office to track candidate pipelines, manage data, and generate reports
  + Build and maintain relationships with hiring managers, candidates, and other stakeholders
  + Ensure compliance with recruitment policies, procedures, and legal requirements
  + Meet and exceed recruitment targets, including time-to-hire, quality-of-hire, and cost-per-hire metric.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **CLASS** | **YEAR** | **BOARD** | **SCHOOL** |
| Animation | 2010 | MAAC | MAAC Delhi |
| B.A (Arts) | 2008 | DU | Delhi University |
| 12th | 2005 | C.B.S.E | Govt. Girls. Sr. Sec.  School, Delhi |
| 10th | 2003 | C.B.S.E | Govt. Girls. Sr. Sec.  School, Delhi |

**CERTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Cloud Foundations  Certification | 2023 | ONLINE | Great Learning |
| Applications of Cloud Computing | 2023 | ONLINE | Great Learning |
| Linux Tutorial | 2023 | ONLINE | Great Learning |
| MS Azure 104 | 2023 | ONLINE | Microsoft |

**PERSONAL DETAILS**

Date of Birth 25th Feb 1987

Fathers Name Mr. Sushil Mishra

Marital status Married

Nationality Indian

Languages Known Hindi/English