

Komal Malik
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Career Objective

I want to excel my career as a Professional and associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills.

Profile

- Result-oriented, dynamic and experience professional in executing and managing the Human Resources Management roll and practices.
- Willing to learn new things.
- Effective time management and organization skills.
- Proficient in building and managing team spirit, time management and leadership skills.
- Can manage multiple tasks.

Professional Experience

Current Company-TekInfotree Pvt. Ltd.

Designation: Technical Recruiter

Duration: Feb 2018-Till Date

Infotree is one of the leading IT and Non-IT professional services organization with its global headquarters in Plymouth, MI. With our global footprint across 4 continents covering 17 countries and 40 state of the art offices, we are fully equipped to deliver services such as contingent staffing, permanent staffing, managed services, payrolling services, etc. across all the regions.

We are currently operational in the US, Canada, Mexico, Brazil, Argentina, Colombia, India, Australia, Poland, Germany, Ireland, Denmark, Sweden and the United Kingdom with tremendous growth plans across several countries in pipeline.

Moreover, by the virtue of establishing local delivery teams, we are capable of servicing almost all the domains such as IT, Non-IT, Engineering, BFSI, Healthcare, Retail, Manufacturing & more, with the obvious multi linguistic capabilities in order to ensure the most premium service levels for our customers.

Please visit www.infotreeservice.com to find out more about the company and our service offerings.

Job Responsibilities:

- Complete end to end recruitment coordination, sourcing support, client interaction and report generation.
- Driving team to understand clients requirement.
- Reporting to HR Manager and supporting in all responsibilities related to recruitment, Client coordination etc.

Previous Company: ANRI Solutions HR Services Pvt. Ltd

Designation: HR Executive

Duration: Feb 2016 to March 2017

Client: -Genpact, Willis Tower Watson, Accenture (Both segment BPO as well as Corporate function), BNP Paribas, HCL, Head Strong(IT), etc.

Job Responsibilities:

- Confer with account manager and senior leadership to identify personnel needs, workforce planning strategies, and search assignments.
- Develop and maintain a network of contacts to help identify and source qualified leaders..
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Pre-screen candidates and check and their technical competency before presenting them to the account managers for submission
- Manage and coordinate all communication with candidates.
- Work with candidates short listed by client for phone screen and face-to-face interview.
- Manage scheduling and logistics of all interviews between candidates and clients by providing detailed information on the company, job descriptions, and expectation-setting.
- Manage presentation, selection, negotiation, offer tendering, closing the deal and administrative components involved in full lifecycle recruiting.

Profiles worked upon:-

1. **Non IT profile:-**FP&A, Product Costing, Internal Audit, R2R/P2P/O2C, HR, Sales, Marketing, Bid Management, Quality, Investment banking, KYC/AML, Quality Lead
2. **IT Profiles: -**Core Java, Dot Net, Unix Developer, UI/UX Developer, Java Production Support, MSBI Developer, etc

Previous Experience

Previous Company: Sourcing Valley (Sept'2015 - Feb'2016)

Designation: HR Executive

- ❖ End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
- ❖ Talent acquisition-reviewing candidates, scheduling & conducting interviews, raising employment offers.

Previous Experience

Previous Company: Allsec Technologies Pvt. Ltd. (May 2014 - July'2015)

Designation: CCE

- ❖ Handled add moderation process of OLX.
- ❖ Backend Process.

Educational Background

- ❖ **BCOM 2016(Correspondence): Graduation in B.COM**from S.O.L Delhi University
- ❖ **Office Management (Full Time):Diploma** from YWCA
- ❖ **Senior secondary school(Year-2013):CBSE Board, New Delhi.**
- ❖ **Secondary school(Year-2011) :CBSE Board, New Delhi**

Personal Information:

- **Father's Name:**Devender Malik
- **Permanent Address:**H-27, Ground Floor, West Patel Nagar
- **Date of Birth:** 25 August 1995
- **Sex** : Female
- **Nationality** : Indian
- **Marital Status:** Married
- **Languages:** English, Hindi,

I hope you will find my candidature suitable for your esteemed organization, I can easily update myself according to the requirement, and I am confident that I can discharge my duties to the utmost satisfaction of organization.

Komal Malik

Place : New Delhi