

CURRICULUM VITAE

Swati Pandey

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CAREER VISION:

I'm willing to hold a position in Human Resource domain and to take up challenging carrier and grow consistently with organization that nurtures professional growth, reward innovation, and values integrity and hard work. Well Disciplined, dedicated to work, Reliable, trustworthy, numerate and meticulous. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EMPLOYMENT CHRONICLE:

Working as an HR Professional with HCL Technologies Limited (April 2013 – Till date)

Team: ERS (HCL Line of Business) Technical Recruitment for Engineering Development & Infra projects.

CAREER CONSPECTUS:

- Proven Ability to manage recruitment lifecycle throughout all stages.
- Technical & Non- Technical recruiting professional focused on filling positions for Service industry based Business Model.
- Experienced across multiple recruitment stages that include Recruitment, online-offline Sourcing, screening, On-Boarding, Background Verification,
- Experienced recruiting across multiple technical & non-technical disciplines that include variety of Skills set.
- Sourcing profiles from job portals, 3rd party Vendors, ERP(referrals) and screening the candidates as per the business or Project requirements.
- Coordinating directly with business and understanding their requirements.
- Coordinating & interacting with Experienced skilled candidates to explain them about opportunities through mail /call.
- Scheduling telephonic/Face-to-Face interviews with candidates to evaluated their skill coordinating with technical panels.
- Negotiating compensation with candidates based on Company Standards & project requirement.

- Keeping track of feedbacks from business/candidates to ensure smooth functioning by generating business reports.
- Proactively participating & leading weekly or daily team meetings to discuss all internal statistics.
- Working on complete Development & Infrastructure requirement for Multiple locations that includes travelling.
- Actively Coordinating in weekend campus recruitment drives visiting colleges & reputed institutions. Facilitating Mass-campus drives as well participating with team members.
- Strong in team building skills and interpersonal skills Travelling for the offshore recruitments to different cities and states as per the Company requirement.
- Good communication and interviewing skills with proven abilities interacting with business & vendors.

ACADEMIC QUALIFICATION:

- **M.Com** from '**Mahatma Gandhi Kashi Vidyapith University**', Varanasi (UP).

Qualification	Year of Completion	Grade
M.com.	2014	1st DIV
B.com.	2011	1st DIV
Intermediate	2008	1st DIV
High School	2006	2nd DIV

COMPETENCIES:

- Fast learner, Calm & Cool in adverse situations.
- Good presentation & interpersonal Skills.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Sincere with a high level of integrity.

ACHIEVEMENTS:

- N.C.C Certificate Holder.
- Got medals in Athletics.
- Got Spot Award for good work (HCL)

INTERESTS:

- ☞ Cooking
- ☞ Listening music & Dancing
- ☞ Travelling.

PERSONAL DOSSIER:

Father's Name : Mr. Ajay kumar Pandey
Date of Birth : 13th Dec 1990
Gender : Female
Marital status : Married
Languages Known : Hindi & English
Address : Delhi

Declaration: I hereby declare that all the above information is true & correct as per my utmost knowledge.

Place & Date

(Swati Pandey)