**AATMIKA SHRIVASTAVA**

**Mobile: +91-8879595030**

aatmika.shrivastava24@gmail.com

**OBJECTIVE**

To work in an organization that gives me the scope for continuous learning, where I can use all my potential, knowledge and skills for the company's growth as well as my personal growth.

**Key Responsibilities**

* PAN India Recruitment of IT and Non-IT professionals with **5’yrs** experience in recruiting diverse skills, technologies.
* Expertise in end-to-end recruitment, Sourcing, follow up with candidates.
* Searching the candidates from job portals/databases for “**Permanent**” as well as “**C2H**” Profiles.
* Recruited on almost all spheres of IT and Non-IT skills for junior, senior, middle levels.
* Managing the entire recruitment life cycle right from Sourcing to on boarding. Functions including end to end recruitment, Sourcing, evaluating, screening, and interviewing the candidates and onboarding procedures.
* Experience in conventional as well as non-conventional sourcing channel, job portals, LinkedIn, head hunting, social networking.
* Making Letters i.e., Offer Letters, Appointment Letters, Performance & Increment Letters
* Building relationships with clients

**IT and NON IT Positions handled**- Java Developer, ASP .Net developer, MVC Developer/Team Lead/Project Lead, AngularJS Developer / Lead /Architect, HTML Developer, UI Developer, ReactJS Developer/ROR developer/, Solution Architect,  Drupal Developer/Team Lead, Magento Team Lead iOS Developer / Lead, Android Developer /Lead,  Linux Admin, Hadoop Developer Application Support Engineer, SQL Developer, PHP Developer, Manual Testing Engineer, Automation Engineer, UI/UX Designers, Graphic Designer Content Writer, US Recruiters, Project Manager / Sr. Project Manager, Sr. Business Analyst, Market Research,  IT Support, Admin Facilities, Inside Sales Manager, Pre-Sales Manager, Center Manager, Executive Assistant, Product Owner, Performance Testing, Manager Advisory, Quality Analyst, Survey Programmer, Accounts Executive, Inter CA, Business Development Executive/Manager

**WORK EXPERIENCE**

**Currently Working in Infotech Global India LTD, Gurgaon as a IT Recruiter from August 2019 to till date**

**Worked with Dexterous Solutions Limited, CST, Mumbai (From Jan 2014 to May 2018)**

**As a Sr. HR Associate.**

**Job Responsibilities-**

* Preparing CVs and correspondence to forward to clients in respect of suitable applicants.
* Organizing interviews for candidates as requested by the client and taking interviews.
* Informing candidates about the results of their interviews.
* Working towards targets that may relate to the number of candidates placed.
* Building relationships with clients.
* Using sales, business development, marketing techniques and networking in order to attract business from client companies.
* Developing a good understanding of client companies, their industry, what they do and their work culture and environment.
* Advertising vacancies appropriately by drafting and placing adverts.
* Making Letters i.e., Offer Letters, Appointment Letters, Performance & Increment Letters.
* Travel Coordination for the clients i.e., Book tickets for the clients, Forex Payment and Insurance.
* Done Payroll Processing for the client using payroll Software.
* General Administration including Vendor and Client Relationship Management.
* Developing & Maintaining MIS Reports and other operation reports which involve processing daily attendance, updating leaving reports etc.
* Organized various events for the employees.

**2. Company-Waays and Solutions Consultancy, Mulund (Mumbai) (June 2013 to Dec 2013 )**

**Designation- HR Executive**

* Sourcing the candidates from various job portals for IT and Non-IT Profiles.
* Screening their Resumes for job profiles for Senior level, Mid-level and Entry level.
* Organising interviews for candidates as requested by the client.
* Informing candidates about the results of their interviews.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Name of Exam** | **School/College** | **Board/University** | **Class / %** | **Year of Passing** |
| MBA (HR) | Global Business School & Research Centre | Dr.D.Y. Patil Vidyapeeth, Pune | 68.3% | 2013 |
| B.E (Computer Science) | Takshshila Institute of Engineering & Technology | R.G.P.V University | 66.3% | 2009 |
| HSC (Math Science) | Leonard Higher Secondary School | M.P Board | 60.2% | 2005 |
| SSC | Leonard Higher Secondary School | M.P Board | 62% | 2003 |

**STRENGTHS**

* Excellent communication and organizational skills.
* Able to work under pressure and independently.
* Having pleasant personality.
* Excellent ability to keep good relationships with customers.
* Proficient with basic computer knowledge.

**PERSONAL DETAILS**

Husband’s Name : Yash Saxena

Address : A1 block Birla farms,A-90 upper ground floor, flat no 1,chattarpur extension ,New Delhi

Date of Birth : 24th Feb 1987.

Marital Status : Married

Nationality : Indian

Languages : English and Hindi

Hobbies :Dancing, Watching Movies & Travelling

**Declaration**

I herby declare that the above information produced by me is true to the best of my knowledge

**AATMIKA SHRIVASTAVA**