# **CURRICULUM VITAE**

# Address:

# H. No:-2102 Sector 21 C Old Faridabad, Haryana 121002 Mob:-8826513214 / [Email:-gargritik784@gmail.com](mailto:-gargritik784@gmail.com)

# **HR Recruiter**

# **Career Objective**:

# To obtain a challenging and responsible position where I can contribute to the successful growth of the organization using my skills and hard work.

# Personal Skills:

# Positive attitude, enthusiastic approach, willingness to take responsibility, effective co-ordination, good communication skills.

# **EXECUTIVE SUMMARY**

# **IT Recruiter** with Close to 3.5 years’ experience in Talent Acquisition/ Recruitment. Insightful, results-driven professional with extensive conceptual knowledge in Human Resource Management.

# Skilled in managing recruitment life-cycle of various tech posts.

# Proficient in Talent acquisition/Recruitment, Interviewing, assessing and recruiting according to the company policy and procedures.

# **Recruiter Tool Used:** LINKEDIN (RECRUITER), NAUKRI, TIMESJOBS, MONSTER, SHINE, Mass Mail, Head Hunting HRMS.

# **Job Responsibilities:**

# Involved in End to End IT recruitment Life cycle for a permanent position.

# Sourcing the right candidates as per the requirements/JD/requisitions shared by the clients

# Source and screen candidates from different job portals like, Naukri, as per the requirements.

# Speaking to the candidates on the job-details, pay rates, relocations and the skill-set match.

# Conduct primary screening and evaluate the candidate’s suitability for the requirement.

# Offer roll out and constant follow up till the joining of the candidate.

# Good team player, hardworking and enthusiastic.

# To pursue a challenging career in Recruitment.

# **SKILLS TABLE**

# Sourcing Methodologies

# Clients Handled

# Roles Worked so far

# Direct Sourcing, Naukri.com, Shine, LinkedIn, Social media/Networks, Employee referrals systems, IJP, Standard job boards, Monster, OLX.

# Flipkart, Hindustan unilever,Cipla, Broadcom, Live Health, Amazon, Armstrong, Mayntra, Nagarro, Godrej InfoTech, Infosys,Sunpharma, Simplilearn, Capgemini, Tech Mahindra Pvt Ltd, HP (R & D Division), IBM, PayPal, Cognizant, IQVIA, Cushman & Wakefield, FIS Global, CGI Ltd, Big basket, Hex aware Technologies, Virtusa, Deutsche Telekom, Infosys, Philips, E&Y, Accenture, EdgeVerve Systems Limited.

# Developer/ Lead/Designer/Technical Architect/Full stack/Microsoft 365, Staff engineer/ Data scientist/ Project/Big data / Devop/Program Manager/Engineering Manager Technologies Catered – Java/.Net/C+( Backend & Frontend Programming )UI/UX, /Middleware/Azure Devop/ Agile/Scrum, Unix/Linux Admin.

# **Experience:**

# **3 Year Experience in Sharp Recruitment Placement Service. as IT Recruiter [2017}**

# **5 Month Exprerience in sdora consulting pvt ltd as Sr IT Recruiter**

# **TECHONOLOGIES HANDLED:**

# Web Technologies: Core Java, J2ee (Jsf, Jsp, Servlet, Hibernate, spring, Struts, spring boot, Micro services, Spring MVC, Spring Cloud).

# Microsoft Technologies: VB.net, ASP.net, C#, .Net

# ERP/CRM: Worked for various SAP Modules.

# Database: Oracle DBA (Configuration, Maintenance, Repair, Storage, etc,), SQL Server.

# Scripting Languages: Perl, Shell, VB Script, java Script.

# Mobile Technology: Android, iOS Developments, React Native, Ionic Frameworks

# Testing: Automation, Manual Testing, Selenium, Mainframe, Mobile Testing

# Networking Skills :- Network Admin, Network Engineer, Support, System Engineer, System Admin etc.

# Other Technologies: Mainframe, DevOps, SFDC, Pega. Angular JS, React JS, Hadoop, Data Analyst, MSBI, SFDC with Lightning etc.

# **EDUCATIONAL CREDENTIALS**

# **Passed 10 th A.V .N SCHOOL in Faridabad 2015 marks 65.6%.**

# **Passed 12 th A.V . N SCHOOL INFaridabad 20217 marks 72 .2%**

# **passed BBA A.v.n College Faridabad 2020 marks 7.8 CGPA**

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# **Personal** Profile:

# Father’s Name: Sh. Rakesh Kumar Garg

# Date of Birth: 15/08/1999

# Marital Status: Unmarried

# Gender: Male

# Language Known: Hindi, English. Hobbies Racing

# Declaration:

# I hereby declare that the above given information is true to the best of my knowledge and belief.

# Date: Place:

# { RITIK GARG )