**Priyankaa Trivedi**

**Mobile: +91- 9716077994 & E-Mail: virgo.trivedi@gmail.com**

Aspiring to carve a positing for myself a reputed company, where I may significantly contribute through continuous development of knowledge, talent and skills.

**Experience Summary**:

* Worked as **HR Executive\_ Operations** in **eCentricsolutions Pvt ltd**. Since Oct 2014 to Aug 2015.
* Worked as **Recruitment Consultant in Vayam Technologies Apr’** 2017 to Aug 2019.

**Synopsys:**

**HR Executive with 3 years of Rich Experience in Human Resource (IT and Non IT Recruitments, Manpower Planning & MIS Management) with IT services firms (NIC, DRDO).**

**Company: Vayam Technologies**

**Designation- Recruitment Consultant**

**Vayam Technologies Ltd. is an SEI CMMI level 5, ISO 9001:2000 and ISO 27001:2005 IT Solutions Company. Vayam Tech is an end-to-end IT solutions provider, offering services spanning the entire spectrum which includes Software Development, IT Consulting, Telecom, Engineering Services, Solutions Integration and Energy Management. Its offices are located in India, USA, United Kingdom, Finland, Netherlands & Norway. It was formerly known as iBilt Techn & was part of conglomerate Thapar Group.**

* **Handling complete requirements for given SBU like Java, Microsoft, BI as well as the hiring of complete IT practice for product development team.**
* **End to end process of IT Hiring (Sourcing, Screening, and Scheduling, Coordinating interviews, gathering feedback and placing personnel in quick turnaround time).**
* **Ensuring proper utilization of available channels like Portals, Referral system, internal database, Vendors (as and when required) and industry network.**
* **Execute strategic sourcing techniques by determining a cost effective channel mix.**
* **Handling Vendor Management to get the Quality Profiles against each mandate.**
* **Meeting with Business units, Following deadlines and maintaining monthly reports.**
* **Has experience in hiring freshers to senior level positions.**
* **Have good experience in offer processing and joining formalities procedures.**

1. **ecentric solutions Pvt ltd** (An Paradigm IT group CMMI level -5 company :- 14th Oct 2014 to 31st Aug 2015)

**Designation**:  **Executive\_ HR Operations.**

**Profile:**

**Recruitment –**End to end Recruitment Life cycle

* 1. **Internal**
* Understanding manpower requisition from the concerned department.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic or personal interviews as the case may be.
* Encouraging the employees to provide reference for better prospects.
* Arranging for technical interview and coordinating with the concerned person.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.
  1. **Outsourcing** :**(**Also Acting Team lead for Talent Acquisition for a GOVT project-out sourcing)
* Worked For IT , NON IT & Niche Skill sets
* Handled Govt, Retail, Non IT clients \_NIC’s, SRS –India, Bose, Hero Group, Pharma.
* Interacting with the Sales & Delivery team on regular basis and prioritizing requirements as per the billable effective dates.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals ie. Monster, Naukri, and networking tools such as Linked in And Checking the quality and suitability of the CV as per the client requirement. Short-listing the candidates, scheduling interviews
* Arranging for technical panels and coordinating with clients at all levels of Interviews. Providing timely feedback to the client on their requirements and to the candidates on their interview.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
* Hiring resources within the stipulated average salary of LOB (Line of Business).

**Induction and On-boarding**

* When a particular candidate is finalized and selected, giving him offer letter or letter of intent On joining the services, issuing appointment letter with brief working agreement or policies.
* Giving a description on the policies, procedures and culture followed by the company.
* Properly filing relevant document of the new joinee as required.
* Introducing him/her to the team and supervisor and/or manager.
* Explaining the mode of communication.
* Coordinating with the IT team to get his email id made.

**Attendance and Leave records.**

* Keeping a track of the attendance of the employees.
* Getting PR reports from Clients.
* Filing the leave forms and keeping a track of the leaves taken.
* Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.

**Employee Engagement**

* Weekend Mania & interactive programs.
* Planning &Taking initiatives to Employee engagement.
* Taking the surveys in order to understand their engagement level and accordingly take actions.
* Planning events or activities regularly or on some occasions, getting those approved by senior management and implementing those.

**Exit Formalities**

* Trying to get constructive feedback for company and trying to implement the corrective measures for them.
* Helping the person to be relieved properly.
* Issuing relieving letter and letter of experience.
* Doing the full and final settlement for the person.

**Team Management**

* Maintaining daily recruitment reports of recruiter, Feedback& Validation to recruiters.
* Work sharing & Client management.
* Team Coordination.
* MIS reports preparation and submission.
* To manage weekly and monthly reports.
* Grievances Handling.

**Post Offer Follow Up:**

* Continuous follow up with offered candidate to ensure that offer has been made to them.
* Negotiates with the candidates & clients at times regarding CTC matters.

# EDUCATIONAL QUALIFICATION:

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| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **COLLAGE/SCHOOL** | **UNIVERSITY/ BOARD** | **YEAR OF PASSING** | **AGGREGATE PERCENTAGE** |
| M.C.A | Institute of Management and Research , Ghaziabad | U.P.Technical University, Luck now | 2012 | 72.57 |
| B.sc | Chitra Degree Collage, Kanpur. | C.S.J.M.University, Kanpur | 2007 | 56.11 |
| Intermediate | Chitra Degree Collage, Kanpur. | U.P Board | 2004 | 74.55(Best of 5 sub) |
| High School | Juhari Devi Girls Degree Collage, Kanpur. | U.P Board | 2002 | 57.75 |

**Software Proficiency:-**

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| **PROGRAMMING LANGUAGES** | C , Basics of C#.NET |
| **DATABASES** | SQL \_EXPERT in (ORACLE (10g)), Pl/Sq l. |
| **OPERATING SYSTEMS** | Windows XP, Linux RHEL5. |
| **WEB TECHNOLOGY** | HTML , ASP.NET,MS Office. |

**PERSONAL DOSSIER**

**NAME - Priyankaa Trivedi .**

**FATHER’S NAME - Mr. U.C. Trivedi**

**FATHER’S OCCUPATION - Government Employee.**

**MOTHER’S NAME - Mrs. Ichchha Trivedi**

**DATE OF BIRTH -2nd October 1986.**

**PRESENT ADDRESS - 7d 3rd Floor Ashram Chowk Near Lajpat Nagar Metro New Delhi.**

**Date:-**

**Place:-**

***(Priyankaa Trivedi)***