Harneet Kaur

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CAREER OBJECTIVE

To work in an organisation where I can learn, understand HR practices and apply my acquired skills, thereby contributing to the growth functioning of the organisation and grow with it.

PROFESSIONAL SYNOPSIS

**• Result-Oriented Talent Acquisition / Recruitment professional** with around 5.5 years of professional experience in IT Recruitment.

• Managing full-lifecycle of hiring processes (Permanent, Contract, Contract to Hire, Volume Hiring, Mass Hiring) for the organisation.

• Taking care of Client Interaction, Various HR Processes, Interview coordination, Joining, and Separations etc.

• Hands on experience in Product based clients.

• Extensively worked on different portals such as **(Naukri, Monster, LinkedIN, Hirist and Instahyre)** and can learn any searching tool easily in span of short time.

• Extensive experience in sourcing candidates through contacts, referrals, and Social Networks.

**Work Summary**

3. Organisation : KPMG –RPO (Teamlease) Designation : Senior Executive

Duration : Feb 2020 to Jun 2020

• Handling end to end IT recruitment process for all levels of hiring.

• Managing Stakeholders of different Technologies like- Jira Administrator (Atlassian Tool), Cloud Azure, Data Science, .Net Full stack, SCM , Ariba Consultant etc.

**• Vendor management is one of the key responsibilities.**

• Handling end to end recruitment and closed the permanent positions till now.

• Worked on multiple skills/roles and experience in fresher, middle &senior level hiring.

• Meeting hiring managers to understand niche or other skill profiles and consult with Business managers and delivery heads to understand deeply what is required in the candidate on the respective skill.

• Accountability to fill open requisitions within established time to fill guidelines.

• Develop a pipeline for current role and future hiring needs.

• Organisation : Technosoft Global Solutions LLP Designation : Senior Executive - Talent Acquisition. Duration : July 2018 to Feb 2020

• Handling end to end IT recruitment process for all levels of hiring.

• Working as team lead by managing a team of 10 members.

• Handling full life cycle of IT Recruitment, right from sourcing of candidates through in- house database, headhunting and using portals (Naukri, Monster, LinkedIn).

• Spoc for healthcare domain clients like Thryve Digital, PRA Health UHG.

• Meeting with stake holders to understand the in house requirements.

**• Managing clients of different domains like- Deloitte, UHG, Unisys, Honeywell Technologies, Absolut Data, TCS, Archway, IQVIA IBM, Dell, Ford , FL-Smidth IMS health etc**

**•** Vendor management is one of the key responsibilities.

• Clients Name:

IBM || TCS|| UHG || Banca Sella||Thryve Digital||L-Brands||Airbus||Archway||Fl- Smidth||Dell||IQVIA||Absolut Data||Bunge|| Hesus || Finchatbot || A-Gas || Preqin etc

**• Organisation : Global Talent Solutions Designation : Executive--TAG**

**Duration : March 2015 to Jun 2018**

**Key Roles and Responsibilities:**

• Handling full life cycle of IT Recruitment, right from sourcing of candidates through in- house database, headhunting and using portals (Nauru, Monster, LinkedIn).

• Handle multiple open positions/clients’ requirements simultaneously.

• Worked on multiple skills/roles and experience in mid-senior level hiring.

• Responsible for entire recruitment activities (sourcing, screening, short listing, scheduling, negotiating, interviewing candidates and making final offer; and follow up until candidate joins organisation).

• Feedback and follow ups with candidate and clients.

• Salary negotiation with candidates.

• Clients Name:

IBM || Harman Internationals || Appster || Fingent || Easy Policy || KPMG || Wipro || HCL || Wild net technologies || C1 Exchange || Change Pond Technologies || Contata Solutions || Grey Orange || NIIT || CMS (NIC)|| Easy Policy || SapientHCL||Agreeya Solutions||Bureau Veritas||Interra IT||IL and FS Technologies

Education

2015 - Completed MCA with 80% from P. T. U

Skill Sets

**Tools:** MS Office 2016, HRMS Tool, Taleo, ATS

**Personal Traits**: Positive Attitude || Discipline and Punctuality || Team player

**Communication Languages**: English, Hindi and Punjabi

Personal Details

Fathers Name: S. Manjeet Singh Date of Birth : 07 July 1991

Declaration

I hereby declare that the details mentioned above are true to the best of my knowledge and belief. Place: Bangalore Signature: Harneet Kaur