**Swati Narayan Block no- 6, House no- 286**

**Trilok Puri, East Delhi-110091**

[swatinarayan02@gmail.com](mailto:swatinarayan02@gmail.com)

+91-8860439252

## Objective

To shape my career as a Human Resource Professional and to work in an organization with highly professional and stable work culture with growth opportunities where I can build a long-term relationship.

**Summary-**

* To get a Responsible and Challenging Position in Office. Where I Can Utilize As Well As Enhance My Skills to Achieve My As Well As Organizations Goal.
* Currently looking For a New and Challenging Position, One Which Will Make Best Use of existing skills And experience While Enabling Further Personal And Professional Development.
* Good experience in IT Sector in various fields like US IT Recruiter, Sales Coordinator.
* Attending the inbound calls and resolving the customer issues.

**Education and Qualifications-**

* Passed Matriculation From CBSE Board, Completed (2011)
* Higher secondary From C.B.S.E Board, Completed (2013)
* Graduation (B.A Hons) from Delhi University, Completed (2016)

**Professional Experience-**

**IT Recruiter July2019-Present**

**Foxaconn Service Pvt Ltd**

* Short listing candidates and calling them up for interviews
* Conducting telephonic interviews.
* Maintaining records in Ms Excel
* To check & send E-mail daily.
* Understanding employers' requirement
* Coordinate various activities related to recruitment process.
* Scheduling interviews, taking feedback from client and closing the requirement.
* Good exposure to job portals like Naukri.com.
* Responsible for End-to-end Recruitment
* Interview Line-ups for Positions Assigned By Clients, Screening Resumes, Shortlisting Candidates, Explain the Jd to Candidates.

**IT Recruiter Dec2018-Mar2019**

**Arivik Technologies Inc**

* Sourcing and screening of resumes as per the requirements.
* Dealing with US Citizens, Green Cards, EADs, OPT’s, TN Visa and H1B Holders
* Rate negotiation and handling W2, C2C, 1099 and Full Time requirements.
* Possess good knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.

**IT Recruiter April2018-Dec2018**

**KeySolution Tech**

* Understanding & analyzing the requirement of the position based on Business Unit specification.
* Sourcing and screening of resumes as per the requirements.
* Scheduling interviews for the short-listed candidates.
* Closure of positions within target hires date through rigorous follow-ups and coordination with candidate and Business Units.
* Continuous follow up with the offered candidates in order to ensure that they are on track with regards to their joining the company.
* Achieving set targets for the month through cold calling, head hunting and searching and sourcing the Best profiles through Job Portals, active Database and through Social Network.
* Rate negotiation and handling W2, C2C, 1099 and Full Time requirements.
* Dealing with US Citizens, Green Cards, EADs, OPT’s, TN Visa and H1B Holders
* Scheduling and coordinating interviews of the selected candidates with the clients.
* Keeping a track of the interviewed candidates
* Possess good knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
* Experience in full recruitment life cycle.
* Effectively recruited candidates through Internet research/job portals, internal database, cold calling, referrals.
* Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
* Maintain and update status of all ongoing position (status of interviews, candidate short listed for various rounds).
* End to End Co- ordination with the candidate throughout the recruitment process.

**Saatvik Communication Jan2017 – March2018**

**Sales Coordinator**

**Roles & Responsibilities-**

* Generating mails to clients for selling the products.
* Generating calls to the clients for sales.
* Responsibilities include creating reports of daily sales results organization-wide use.

**Personal Details-**

**Father’s Name:** Mr. Dhruv Narayan.

**Date of Birth:**  15th Feb 1996

**Nationality:** Indian

**Marital Status:** Unmarried

**Language Known:** English, Hindi.

**Declaration-**

I hereby declare that above-mentioned information is true and correct to the best of my knowledge and belief. Given a chance, I assure you of sincerity and dedication to learn.

**Regards,**

**Swati Narayan**

**Date-**

**Place-**