

Shivani Srivastav
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CAREER OBJECTIVE

To work hard with full determination and dedication to achieve organizational as well as personal goals.

CAREER SUMMARY

- ❖ Hands on experience in **End to End Recruitment cycle**- Requirement Analysis, Sourcing, Screening, Scheduling, interview coordination, Drive coordination, Documentation, fitment
- ❖ Quick learner and excellent team player, ability to meet tight deadlines and work under pressure and be productive with new technologies.

PROFESSIONAL SUMMARY

Reliason Technologies Pvt Ltd, Delhi

Aug2021 – Present

Designation: HR Recruiter

Roles & Responsibilities:

- ❖ **Review** the job description; understand the requirements of the clients and accordingly execute a **search plan** for identifying potential candidates to fit the requirement.
- ❖ **Source** candidates using multiple channels like job portals, internal database, social media etc
- ❖ **Assess** applicants relevant experience, knowledge, skills and competencies
- ❖ **Scheduling, coordination** and **ownership** of end to end recruitment cycle.
- ❖ Build strong candidate **relationship & credibility** to leverage their trust for getting referrals.
- ❖ Interaction with the candidates and briefing them about the requirement
- ❖ **Negotiating** wage rates and other terms of employment and gain commitment from candidates for current and future job requirements
- ❖ **Submitting** candidate's resume to the hiring managers for further scrutiny or consideration with regular followups.

Kads Consultancy, Noida

May2020 – July 2021

Designation: Associate HR Recruiter

Roles & Responsibilities:

- ❖ Manpower planning keeping project requirement and budget in mind
- ❖ Handling the Mid to senior Level recruitments.
- ❖ Responsible to understand and analyze the requirements in different skill set categories.
- ❖ Responsible for telephonic screening of the profiles.
- ❖ Conducting preliminary interviews, scheduling of candidates.
- ❖ Facilitating selection procedure, joining formalities, Induction and training for New Joiner
- ❖ Time office management and payroll processing
- ❖ Understanding training requirement and imparting training
- ❖ MIS and reporting (Joining, attrition, manpower availability report & exit tracker)
- ❖ Grievance Handling
- ❖ Exit Process (Voluntary, Managed Exit & Absconding)
- ❖ Exit Interviews

HCL Technology**(Sep'20-Nov'20)****Designation:** HR Recruiter (Intern)**Roles & Responsibilities:**

- ❖ Delivered friendly assistance with new hires throughout interviewing and hiring process.
- ❖ Scheduling job interviews and assisting in the interview process
- ❖ Ensure candidates data is up to date on HCL platform
- ❖ Coordinating for interviews
- ❖ Handling documentation of candidates

ACADEMIC QUALIFICATION

DEGREE	YEAR	INSTITUTE	UNIVERSITY/BOARD	% / CGPA
PGDM (HR)	2019-21	ITS, Ghaziabad	ITS	70%
BBA	2019	GGSIU	IP University	74.9%
XII	2016	Heera Public School, Delhi	CBSE	64.00%
X	2014	Heera Public School, Delhi	CBSE	6.8/10

PERSONAL DETAILS

Date of Birth :01- Nov-97
Father's Name : Mr. S. K Srivastav
Languages known :Hindi and English
Address : C4-807,Supertech ecovillage 1, Bisrakh, 201306

DECLARATION:

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Date:

Shivani Srivastav

Place