

Kritika Verma
E-mail: kkittu1206@gmail.com
Mobile:- 8802706898



Career Objective

Observe... Learn... Initiate... Execute... Succeed..... Repeat.....

Seeking a position to utilize my skills and abilities in your organization while being resourceful and which would help me to build my potential to work as a key player in a challenging and creative environment where intellect, imagination and achievement are recognized and rewarded.

PROFESSIONAL QUALIFICATION

- Total 1.9+ Years of Experience in IT Recruitment in HR/Recruitment/Resource Management/Talent Acquisition/Account Handling/CRM (Client Relationship Management)/Account Building/Client Servicing.
- Full cycle of recruitment process.
- Recruitment, Team Handling, Delivery, Sourcing, Account Management/**Project Management/ Service Delivery/Training recruiters to cater requirements/ Hand on Experience in IT Recruitment.**
- Effective communicator with good presentation, relationship and leadership skills.
- New Initiatives, Decision Making, Team Management/Team Handling, Recruitment/Staffing, Manpower Planning, Client Handling
- An energetic, self-motivated player with flair of adopting emerging trends.
- Working experience on **IT (90%), Non-IT (10%)** requirements.
- Core experience on IT skills like Java developer, Mainframe developer, Node JS, React JS, Angular, Python **for C2H and Permanent both.**
- Currently Working with **WalkingTree Resources Pvt Ltd** as **Executive HR** for Delhi Branch (Since November 2021 to Till Date)
- Worked with **Bank of India** as **Intern** (2019)
- Worked with **Sankalp NGO** as **Volunteer** (2018- 2019) at Tilak Nagar branch.

Responsibilities for WalkingTree Resources Pvt Ltd as Executive HR

- Managing - **Client Relations** and **Resource Management.**
- Responsible for **end to end recruitment** cycle.
- Extensive experience in **Contract staffing** for lateral & Executive hiring.
- **Sourcing, screening** and to get closure for given requirements.
- **[Clients: Infosys, Concentrix, Accenture, Sapient, Sopra, Xebia, HDFC, ICICI, Fedfina, EY, DR Reddy, Wipro, Yupp TV, etc]**
- Coordinating the interview with the Candidates.
- Possessing strong Analytical, Business, Interpersonal and Communication skills.
- Maintaining the Track of each candidate
- Following up with prospective candidates until they complete all the rounds of interview.
- Mentor juniors and incoming recruiters about the recruitment process and policies about the organization
- Attending the Client calls on daily basis and discuss on the current requirements and upcoming.
- Attending meetings with Spocs to have better relationship and understanding.
- Liaison and direct contact with client hiring managers and HR representatives

- Salary negotiation and hourly rates negotiation, extension of offers to onboard candidates successfully.
- Ensure all documentation is in place once the candidate is selected.
- Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- Counsel the candidate on corporate benefits, salary, and corporate environment.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
- Develop college recruiting programs (Campus Placements).
- Develop relationships with third party recruitment agencies and staffing firms.
- Design compensation and benefits packages (introduced Employee Referral Schemes)
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Maintaining Internal employee's Record (documents and salary information).
- Processing Payroll for around 70 Employees on monthly basis.
- Attendance management.
- Onboarding process and Exit formalities.
- Taken interviews of Junior Recruiters for Internal hiring.
- Campus Interviews (hired around 30 Freshers for our organization).
- Internal Hiring- Hired approx. 20 Recruiters/Account Mangers/Delivery Lead/BDM for our organization in span of 1 Year.
- Induction and Training of new joined employees.

Responsibilities for Bank of India as a Trainee [2019]

- Understanding the Work culture in Banks
- Worked on Project: **Effect of Priority Sector Lending on NPA**
- Handled customers at Bank.
- Assisted customers in case of any query.
- Supported staff by all means.
- Ability to work independently

Responsibilities for Sankalp NGO as a Volunteer [2018-2019]

- Worked as a Volunteer in Tilak Nagar Branch of Sankalp Foundation
- Helped a lot of underprivileged Children however possible
- Worked as a teacher- guided around 5 students up to class 10th as a tutor.
- Coordinated for various functions/activities/celebrations at centre.

Qualification:

Post-Graduation: **MCom [2020-2022]** from IGNOU

Graduation: **BCom [2016-2019]** from IPU

Schooling: Passed out from **Kendriya Vidyalaya Janakpuri.**

COMPUTER SKILLS

Tool & Software: Microsoft word, Microsoft power point, Microsoft office Excel, Microsoft office Access, Outlook, Drafting Good Emails

Operating System: Windows XP, Windows 98, Windows Vista, Window 7.

Recruitment Tools: Naukri , LinkedIn, Monster, HireRight.

INTEREST AND HOBBIES

- Interacting with people.
- Craft Work
- Wall paintings.
- Listening to music.

PERSONAL DETAILS

Date of Birth	:	22-09-1998
Father's Name	:	Mr. S. B. Verma
Permanent Address	:	Delhi
Gender	:	Female
Nationality	:	Indian
Languages Known	:	English, Hindi.

I hereby declare that all the information given above, are true & best of my knowledge.

[KRITIKA VERMA]