**HARSHITA PANDEY**

**Address-**

**D-101, The silvernest apartments, Kakrola village**

**Dwarka, Delhi**

**New delhi-110078**

**Cell- 8601234686**

**Email:-**

Pandeyharshita0097@gmail.com

**Summary:-**Comfortable working in fast paced environment with minimal oversight. Recruitment Specialist with 1+ of experience, skilled in sourcing, CV screening, interviewing, and candidate assessment. Sourced, assessed and hired over 20 candidates for business & IT roles during my work. Proficient in Naukri and LinkedIn outreach.

**Work experiences**:

**CORPORATE HR**

**The Principle Group-Noida**

**04/2022-Current**

* Recruit candidates. Basically involved in end to end recruitment for my own current organization depending upon the requirement and positions.
* Hire the right employees.
* Process payroll.
* Maintaining records of my own joined on floor candidates.

**US IT Recruiter**

**Eteam info services-Noida**

**07/2021-03/2022**

* Extensive experience in Full Life Cycle of IT as well as Non-IT Recruiting Process
* Provide complete support to client hiring manager on all activities for filling job
* Complete responsibility for on boarding employees for contract as well as full time hire
* Good communication skills, people networking abilities, a good deal of aggression and customer orientation skills were key my success in the job Used to screen candidates according to the requirement
* Maintained an efficient database, with the help of which I could successfully deliver right Ipeople in right time.
* worked with IT consultants of various experience levels.
* In timely delivery of the consultants for the clients’ needs relevant contract statements.
* Majorly worked for Non- IT requirements.

**Skills:**

* **CREATIVITY**
* **TEAMWORK**
* **INTERPERSONAL**
* **COMMUNICATION**
* **PUBLIC SPEAKING**
* **ADAPTABILITY**
* **MS-OFFICE**
* **HUMAN RESOURCES**

**Education:**

**MBA**

Swami Vivekanand Subharti University

HR AND FINANCE

• Meerut, Uttar Pradesh 06/2021

**BACHELOR OF ARTS**

Sam Higginbottom University of Agriculture, Tech and Sciences

ENGLISH

• Allahabad, Uttar Pradesh 05/2019

**INTERMEDIATE**

AD GOVT. GIRLS INTER COLLEGE

BIOLOGY

• Gorakhpur, Uttar Pradesh 06/2015

**HIGH SCHOOL**

AD GOVT. GIRLS INTER COLLEGE

• Gorakhpur, Uttar Pradesh 06/2013

**Languages spoken:**

* English
* Hindi