

SANGITA KUMARI

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PROFESSIONAL SUMMARY

- HR and Admin professional with 2 years of work experience in IT/Non-IT recruitment
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Sourcing, Interviewing and Campus Recruitment
- Client Handling
- Superintending smooth implementation of human resource policies for manpower planning, recruitment, selection, introduction, joining and exist formality and employee engagement
- Proficient in recruiting candidates from all levels Junior Level to Senior Level
- Posted employment opportunities with various employment websites
- Responsible for smooth flow of interview process.
- Highly motivated and committed team player with a passion towards work.

WORK EXPERIENCE

1. RCS Tech LLP. Duration: Dec 2018 to Nov 2019

Designation: HR Consultant

Clients: Wells Fargo, Genpact, Diageo, AbInBev

2. Joulestowatts business Pvt ltd. Duration: AUG 2018 to DEC 2018

Designated as: HR RECRUITER

Clients: Accenture, HP-E, UNISYS

- Client interaction
- Quarterly performance review
- Responsible for IT and Non-IT recruitment (Contract to hire).
- Responsible for full Life cycle of recruiting including sourcing, screening, interviewing evaluating, presenting and closing candidate.
- Understanding client's manpower requirement on technical grounds.
- Browsing Job Portals (Naukri, Monster, LinkedIn) for Sourcing and shortlisting Profiles based on the specification of the recruitment.
- Initial screening and shortlisting as per job description about job specification.

- Conduct first level of interview to check communication Skills, domain skills, interest level, availability, salary, etc.
- Scheduling the candidates and putting them for an interview
- Feedback and follows up with candidates.
- Handled requirement of various experience level
- Monitoring and maintaining of database
- Salary Negotiation with candidates
- Collect the salary slips, offer letter of the candidates to check salary breakup.
- Offer procedure, joining formalities.
- Convince the candidate to join within the specified timeline to fill the position
- Doing Post offer follow up to make sure the candidate joins within timeframe
- Coordinate with the candidates till the offer is rolled out and post offer till joining
- Coordinates with managers on the requirements
- Candidate offers and rejections
- Maintaining of records/tracking sheet and submission of the same

Brightedge Infotech Pvt Ltd. Duration: July 2016 to Jan 2017

Designation: HR RECRUITER

Job Responsibilities:

- Responsible for providing overall HR support so that the company maximize its employee productivity and well-being.
- Providing clerical and administrative support to staff of the Human Resources department.
- Maintaining employee personal files.
- Work with Hiring Managers to know the open positions and get the job descriptions.
- Collecting the suitable time slots from the panel and arranging final interview.
- Interview Finalization and to keep a track on selected candidates with joining date.
- Monitoring the work of recruitment agencies.
- Responding to letters, emails and general correspondence.
- Managing the whole process of interviews on drive days.

3. Sanviya HR Services. Duration: April 2017 to Jan 2018

Designation: HR RECRUITER

Job Responsibilities

- Handling day to day activities and administrative activities including selection and staffing, discipline, tasking and all multifarious development programs. Ensure proper implementation of rules and regulation.
- Recruitment; maintain data base screening resumes, scheduling of interviews.
- Freezing the final round of interview, reference checking and verification salary negotiation.
- Hire and retain the best employees.
- Design and implement overall recruiting strategy.
- Manpower Planning
- Policy framing and implementation.
- Compensation and Benefits.
- Analytical and critical thinking.
- General HR/ Administration.
- Training and Development.

EDUCATION QUALIFICATION:

MBA in Human Resource and Marketing from RIMS College in 2015 with 6.50 CGPA
BA in Arts from Vinoba Bhave University in 2010 with 55%

STRENGTH

- Team Management Skills
- To analyzing my strengths and continues work on them
- An attitude to never give up
- Personal Motivation.

ADDITIONAL INFORMATION

DOB - 12th December 1987

Marital status - Married

Nationality - Indian.

Languages Known - English, Hindi

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore

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