

**ARTI MISHRA**

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**SUMMARY**

Experienced Corporate Human Resources with a demonstrated history of working in the information technology and services industry with 7 years of extensive experience in, **Leadership Hiring, Recruitment Strategy Planning, Salary and benefits negotiation, ATS, Offer rollout, On-boarding, Stakeholder Management**, Committed towards organization cultural values, mission & vision.

**EMPLOYMENT HISTORY**

**Amity Software Systems Limited. CMMI L5**

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**Senior Talent Acquisition Specialist**

**(Feb 2022 – Till Date 2023)**

**Responsibilities:-**

- Responsible for end to end In-house IT Recruitments, which includes multi-channel sourcing, screening, qualifying, closing high level skills in time and negotiation with candidates.
- Responsible for preparing Job descriptions and seeking approvals by managers as per requirements
- Sourcing and screening of candidates through Job Portals, Mail Blasting, professional sites, networking, headhunting, Employee References, and Self Data Bank
- Managing end-to-end recruitment life-cycle from sourcing, screening, scheduling, negotiations, and offer generation to smooth on boarding of the best talent for the organization within set timelines
- Co-ordinate with candidates and business leaders and ensure timely discussions/closures
- Regular communication and coordination with the candidates throughout the process
- Responsible for coordination of the Walk-in drives
- Ensure smooth coordination with the vendors for internal recruitments
- Managing internship programs
- Conducting market analysis/benchmarking of internal positions as and when required
- Creating and providing recruitment reports/dashboards to team managers and leaders
- Taking care of all joining formalities (Induction, offer letter, Appointment Letter, Salary Negotiation)
- Ability to multi task in a fast paced environment.

**Outgrow Consulting Pvt. Ltd.**

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**Talent Partner (Oct 2020 -Nov 2021)**

**Responsibilities:-**

- Working on end to end Technical requirements
- Working Knowledge on leadership hiring ,IT and Operation
- Good Communication Skills & Sourcing Skills.
- Understanding the client's requirement and sourcing, screening profiles from various sources that suits the client's requirements.
- Sourcing / data mining from various Job Portals viz. Naukri, LinkedIn.
- Briefing Candidates regarding the Job Description, Company Profile and Career Perspective.
- Screening application by conducting the preliminary telephonic interview.
- Scheduling the interviews for the shortlisted Candidates.
- Responsible for hiring candidates for all levels Mid-Senior Management.
- Sending an Interview Call Letter and making sure that the Candidates attend the interview.
- Taking the feedback from the Candidate regarding the Interview.

**Global Consultant Pvt. Ltd.****HR Executive (Sep 2017 – Aug 2019)****Responsibilities:-**

- Working on end to end IT requirements
- Maintain a strong network with clients and candidates
- Screening, sourcing and evaluating candidates
- Calibrating with the hiring managers to understand their hiring needs
- Client management – calibration calls with clients to ensure we meet the client requirements
- Maintain a strong network with clients and candidates
- Profile update, adding potential candidates to our database
- Publishing jobs online through different media portals.
- Lead Sourcing : Identifying potential jobs
- Reviewing candidate's application received through posting jobs and shortlisting candidates for the relevant opportunity.

**Design House India Private limited.****IT Recruiter (Jan 2015 – Aug 2017)****Responsibilities:-**

- Handling Recruitment functionalities.
- Work on search engines like Naukri and Monster and hire candidates.
- Short listing resumes from search engines and references.
- Joining formalities
- Lining up of candidates for the Interviews.
- Performing Reference Check for selected employees.
- Coordinating with candidates & the technical panel for scheduling the interviews.

**EDUCATION**

<b>CLASS</b>	<b>YEAR</b>	<b>BOARD</b>	<b>SCHOOL</b>
Animation	2010	MAAC	MAAC Delhi
B.A(Pass)	2008	DU	Delhi University
12 <sup>th</sup>	2005	C.B.S.E	Govt. Girls. Sr. Sec. School, Delhi
10 <sup>th</sup>	2003	C.B.S.E	Govt. Girls. Sr. Sec. School, Delhi

**PERSONAL DETAILS**

Date of Birth 25<sup>th</sup> Feb 1987  
Fathers Name Mr. Sushil Mishra  
Marital status Married  
Nationality Indian  
Languages Known Hindi, English.

