Anjali Shukla

Email ID : Shuklaanjali577@gmail.com

Mobile No: 7499684406

Sr. HR- IT Recruiter

PROFESSIONAL SUMMARY:

- Having 3+ Years of experience as Sr.HR-IT Recruiter.
- Handling the End to End complete Recruitment and selection process.
- **I have handled Client whenever the need arises.**
- Recruiting candidates for different positions for leading Global IT Companies.
- Proficient Experience on Sourcing profiles through various Job Portals like Naukri & Monster, Time Jobs, LinkedIn, and Employee Referrals.
- Experience with different types of Employment requirements such as Permanent & contract to Hire.
- Uploading relevant profiles in clients' portal after discussion with candidates.
- Schedule interviews, co-coordinate with the shortlisted candidates for next levels of interviews till closure.
- Coordinating Walk in interviews for candidates attending walk in interviews with in the time
- Follow up the candidates after scheduling interviews and selections & till Joining.
- Maintaining Database of all the profiles which is submitted and which is selected & Rejected by clients.
- Expertise in uploading the profiles in the portals whether the resume is duplicate or not

Education Details:

- Master of Computer Application(M.C.A) From Pune University – 2020.

Employment Details:

- Currently working with Prometheia Technologies as Sr. - IT Recruiter from Jun-2021 - Till Date.
- Previous work Experience in Perennial System as a HR Associate -IT Recruiter from Dec-2019 - May-2021

Clients Handled in Affluent

❖ **Infosys, Saint Gobains, Infosys, HCL , Coforge, Wipro, TCS, Capgemini, , Atos, Tazza Tech Pvt Ltd.**

Overview of IT technologies worked on

- **Microsoft Technologies** : VB.Net, ASP.Net, ADO.Net, C# .net, WCF,WPF,MVC,
- **Sun Technologies** : Core Java, J2ee, JSP, Java script, EJB, XML, Servlets, JDBC, Struts, Spring, Hibernate, Multithreading ,Web service
- **Programming Languages**: C,C++,Visual C++, Java.

- **Mobile Applications**: Android, IOS
- **Web Technologies** : HTML, XML, CSS, Java Script, Ajax, JQuery, Angular JS

- **Database**: Oracle pl/sql, MS SQL, MY SQL.
- **SAP:** MM, FICO, PP, SD, ABAP, Basis, CRM, WM, BI/BW etc.
- **WEB Servers:** Web sphere, Web logic, Apache Tomcat
- **System ADM:** Unix, Linux,
- **Testing Tools:** Automation Testing, Manual Testing, Performance Testing, Load Runner, HP ALM, QTP, Selenium.
- **Mainframe Technologies**: COBOL
- **ERP:** PeopleSoft, Oracle Applications, JD Edwards, Siebel, SFDC
- **Business Intelligence:** Informatica SAS, ETL,
- **Cloud Technologies**: Devops, Open stack, AWS, Azure.

Roles and Responsibilities:

- Handling End to End Recruitment process.
- Briefly Understanding the requirements received from clients,

- Expertise in the areas of Recruiting, Sourcing, Screening, Reporting, Interviewing ,Client Handling, Salary Negotiation& Executive Hiring

- Excellent Sourcing in IT Recruitment Skills like Niche, Semi-Niche and Generic skills.

- Short-listing resumes by evaluating the candidate's communication skills, presentation and technical skills based on the client's requirements.

- Cold calling the candidates and discuss about the job opportunities, location, clients and employment type with the candidates.

- Screening and short listing the profiles according to JD from job portals and sharing the profiles to clients.

- Scheduling interviews like telephonic, Face to Face and Walk in Interviews to the candidates after Short listed.

- Negotiating & convincing candidates to accept the offer and make them join in short notice as soon as possible.

- Building good relations with the candidates and maintaining the database.
- Preparing Daily & Weekly & Monthly MIS Reporting and reporting to my team Lead & Manager

- End- to- End follow-up with candidates since after short listed for interviews and till joining date.

Key Strength:

- Good Communication Skills and interpersonal Skills. ● Self motivated, Leadership Skills.

Technical Skills:

- Operating System :, Windows 7, Windows 8 and Windows 10

- Computer Knowledge: MS. Office, Excel, Word, Power point

Hobbies:
- Singing, Dancing and Listening Music.
- Participated debate competition

PERSONAL DETAILS:

Father's Name   : Surendra Shukla

Date of Birth   :   24-03-1997

Gender   :   Female

  Languages Known : English, Hindi, Marathi

Marital Status :   Single

DECLARATION

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

Place:Pune   Pune

Date: (Anjali Shukla)