

CURRICULUM VITAE

ARCHANA BHARGAVA

Contact No. 7017693230

Email.id- archana3343fmsbhu@gmail.com

Career Objective

To work for a reputed organization on a challenging assignment that helps to meet the company goals, objectives and at the same time offers professional development and growth potential.

Experience Summary:

Dynamic and result-oriented individual with total **5.9 Years** of experience in prime focused in the area of contract and permanent staffing of IT Software Managed with high volume of global **clients for full life cycle of IT Recruitment including Human Resource Planning, End to end recruitment cycle (E2E), Vendor Management, Client Handling, Internal Hiring, Team Handling, Training & Development, Employee Relationship, and Joining Formalities etc.**

KEY SKILLS –

HR Business Partnering

Talent Management

Stakeholder Management

Compensation & Benefits

Policy Design & Implementation

Process Improvement

Employee Relations

Talent Acquisition

Capability Building

Competency:

- ❖ Possess effective strategic thinking, negotiation, sourcing and problem-solving skills.
- ❖ In-depth experience of full E2E IT Recruitment cycle.
- ❖ Strong organizational, communication and follow-up skills.
- ❖ Hiring the candidate on Permanent and Contract basis **C2H**.
- ❖ Maintaining good relationship with client and attending the client call and Meeting with Team Manager/ Delivery Head

Professional Experience

Sr. IT Recruiter

KRG Technologies India Pvt Ltd – (Jun 2022 – Jun 2023)

- ❖ Experience in Complete Recruitment Lifecycle including sourcing/ screening profiles through database, Social Networking site. Line up and follow with candidate initial interview to joining with client handling all the process of recruitment as well handle the team of 5 members.
- ❖ Experience in recruiting candidates for Contract, Contract to Hire (C2H) & Permanent role.
- ❖ Gathering the job requirements from Client end in absolute clarity so as to source the perfect match.
- ❖ Extensive experience in initial screening of candidates through telephonic interviews. Scheduling & Preparing the candidates for telephonic, Face 2 Face & Video Conference interviews.
- ❖ Salary negotiation & bridging the gap between client and candidate to meet closures. Recruited for all levels of management hierarchy from entry level positions to project managers. Strong Exposure of handling in recruiting skilled candidates for giant IT organizations. Maintained database for future purposes.

- ❖ Handled premium vendors like Wipro, Infosys, HCL. LTI, Mindtree, TCS, Persistent Technologies and Hexaware & CTS.
- ❖ Training and Managing newly joined recruiters and helping them out in their search and finding the right profile.
- ❖ Methods to Source Profiles:
Using Social Networking Site (LinkedIn, Tweeter) Through Job portal like CareerOne(AU), Monster SG / India /UK ,Job Serve, Naukri, Database, Screening from job portals, Cold Calling, Job postings on portals, Mass mailing, through group search, Personal networking, Job Posting.

Technical Recruiting Skills Summary:

WEB TECHNOLOGIES	JAVA, J2EE, Java Enterprise Edition, Java Standard Edition, Struts, Hibernate and Spring.
MICROSOFT TECHNOLOGIES	.Net 4.0/3.5, ASP.Net, VB.Net, C#.Net, Share Point / Moss, MSBI, BizTalk, SFDC.
PROGRAMMING LANGUAGES	C, C++, VC++, VB 6.0. Unix Shell, Perl.
ORACLE TECHNOLOGIES	Oracle 11i, R12, 9i, PL/SQL, SQL. Oracle applications Technical, EBS. Techno Functional (Finance, Supply Chain Management, Manufacturing & Distribution, HRMS, OTM, OSM, OBRM).
IBM TECHNOLOGIES	Lotus Notes, WebSphere Portal Server, WebLogic server, WebSphere Process Server, WebSphere Message broker, WebSphere MQ, Mainframes,
TESTING & QA	Manual, Functional, Automation, ETL, Main Frame, Performance, Database, Tools: Win runner, Load runner, Test Director, Rational robot, QTP, SDET, and RFT.
WEB DEVELOPMENT & DESIGNING	ASP, HTML, CSS, XML, VB Script, Java Script, JSP, XSLT, Ruby on rails. Adobe Photoshop, Adobe Illustrator, Flash, PHP, Flex, Action script, Dreamweaver.
RP PACKAGE	SAP ABAP, SAP MM, SAP SD, SAP PP, SAP FICO, SAP HR, SAP HCM, SAP HRM,SAP CRM, SAP SCM, SAP BO, SAP BI/BW,SAP Basis, SAP Security, SAP APO,SAP PLM, SAP PI/XI, SAP NetWeaver, SAP PS, SAP MDM, SAP GTS.
INFRASTRUCTURE SUPPORT	Windows Server, Exchange Server Wintel, Unix (AIX, Solaris, HPUX), Linux, Exchange, Networking, Security, Storage (SAN, NetApp, EMC) Backup (Veritas Net backup), Citrix, Application Packaging. SharePoint, SAP Basis, BizTalk, Web sphere, WebLogic, Lotus Notes.

Sr. HR Manager- IT Recruiter

CodeGenie Technologies LLP – (January 2021 – April 2022)

- ❖ Design and update job descriptions.
- ❖ Source potential candidates from various online channels (e.g. social media and professional platforms like Indeed, Naukari, LinkedIn, Hirst & Hirect).
- ❖ Craft recruiting emails to attract passive candidates.
- ❖ Screen incoming resumes and application forms.
- ❖ Interview candidates (via phone, video and in-person).
- ❖ Prepare and distribute assignments and numerical, language and logical aptitude tests.
- ❖ Advertise job openings on company's careers page, social media, job boards and internally.
- ❖ Coordinate with other IT team leaders to forecast department goals and hiring needs.
- ❖ Onboard new hires.
- ❖ Design and implement company policies that promote a healthy work environment
- ❖ Enhances the organizations human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- ❖ Maintains the work structure by updating job requirements and job descriptions for all positions.
- ❖ Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counselling employees and supervisors.
- ❖ Maintain monthly and annually leaves & prepare Attendance.

HR Manager- IT Recruiter

ACG Infotech Limited, Noida (ACGIL - ERP and CRM Software Company) – (February 2020- November2020)

- ❖ Experience in hiring ERP Implementer, ERP Sales, ERP Functional Consultant, E-Mail Marketing Etc.
- ❖ Screening, Hiring & Short listing of the candidates as per the requirement.
- ❖ Profile included Understanding Requirements, sourcing of resumes through various sources, shortlisting of Resumes as per the requirements, conducting Initial round of Screening Interviews, scheduling of interviews and salary negotiations with the final shortlisted candidates.

- ❖ Maintaining and updating of an active databank of qualified profiles.
- ❖ Handling end to end recruitment for mid & senior level positions -screening, short listing candidates, salary negotiation, offer roll out, conducting Background Reference Checks, documentation, joining formalities, on boarding.
- ❖ Follow up with the candidate up till they are onboard.
- ❖ Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Indeed, Naukri, and networking tools such as LinkedIn.

HR - Admin

WebCraft IT Indore – (December 2017- November 2019)

- ❖ Screening, Hiring & Short listing of the candidates as per the requirement.
- ❖ Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Indeed, Naukri, and networking tools such as LinkedIn. Also managing the hiring process of **Microsoft Company (Hyderabad)** as well, on-boarding process, reviewing resumes, conducting interviews and background checks.
- ❖ Conducting Induction for all new joiners Explained policies, procedures and company culture.
- ❖ Maintaining & updating the databases for Employees.
- ❖ Keeping the record of the new employees and the employees leaving from the company.
- ❖ Maintain & update Employee Database.
- ❖ Maintaining the attendance of the employees.
- ❖ Calculating & processing the salaries of the employee.
- ❖ Preparation of full and final settlement.
- ❖ Generation of Experience Letters, Relieving Letters.
- ❖ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, Absenteeism notice, warning letter, etc.
- ❖ Employee engagement (Birthday mailers), birthday party & other event.
- ❖ Admin related (Stationary, handling of pantry issues).
- ❖ Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.

❖ **Skills Handled in Recruitment:**

Java Developer - Core Java, Oracle, spring.

PHP Developer – PHP, Cake PHP, Magneto, MySQL, Mongo DB, Java Script, JQuery, MVC, Joomla.

UI Developer – HTML, HTML5. CSS, CSS3, Angular.

Web/Graphic Designer – HTML, CSS, Bootstrap, jQuery, Banner, Logo.

IOS – Objective C, X Code, IOS, Swift.

Android – SDK, Android Studio, Material Design, Rest, API.

QA Testing - Automation/Manual, Selenium, White box, Black box, Smoke, /Jira etc.

.NET Developer - ASP. Net, C#, Vb.Net, MVC, Entity Framework.

Business Development Manager – MSP, Vendor Management System, Cold Calling, Lead Generation, Direct Clients, Pre Sales

Bid Manager-RFP, RFQ, RFI, RFX, Technical Suctioning, Solution Architect, Presales, End to End Process.

Executive- HR

Steplinkindia Human Resources and Placement Services Indore – (May 2017 to November 2017)

- ❖ To maintain the relationship with candidates. Analyze their personal & professional skills.
- ❖ To set them on right job according to their caliber.
- ❖ Interacting with client for their hiring plans and normal updates this includes telecoms and Personal meeting.
- ❖ Taking care of offers joiners & drop outs.
- ❖ Identifying the candidates through various sources like job portals.
- ❖ Screening the profiles and conduct preliminary interviews.
- ❖ Co-ordinate with the candidates and the clients till the position is closed.
- ❖ Reference check and joining formalities.
- ❖ Responsible for maintaining daily reports on MS Excel to facilitate team reviews and decision making by the management.

IT Skills

- ❖ Competency in Microsoft applications including Word, Excel, and Outlook.
- ❖ Ability to give presentations.

Extracurricular Activity

- ❖ Participated in High School CBSE **CLUSTER 4th Table Tennis Tournament**.
- ❖ Participated in High School CBSE **National Table Tennis Tournament**.
- ❖ In Graduation got 1st Position in **Table Tennis Tournament**.

Seminars Attended

- ❖ One day National seminar on “**Climate Change and Environmental Threat to Public Health & Sustainable Agriculture**” – August, 2014.
- ❖ One day National Conference on “**Science and Spiritual Quest**” - February 2014 IIT (BHU) Varanasi.

Personal Skills

- ❖ Willingness to learn
- ❖ Adaptive to change and ability to multi-task.
- ❖ Highly motivated & self-Driven
- ❖ Decision making power
- ❖ A self-motivated individual having strong ability to do work.
- ❖ Leadership and Positive attitude.

Educational Profile

- ❖ MBA (Marketing) from **Faculty of Management Studies, Banaras Hindu University, Varanasi** in 2017.
- ❖ B.Sc. (Botany, Zoology) from **Mahatma Gandhi Kashi Vidyapith, Varanasi** in 2015.
- ❖ 12th National Institute of Open Schooling **Varanasi** in 2012.
- ❖ 10th Happy Model School **Varanasi** in 2009.

Personal Profile

Father's Name : Dr. Narsingh Ram

Date of Birth : 05 March 1994

Gender : Female

Nationality : Indian

Marital Status : Married

Permanent Address: C/9, Chitapur, Vishwakarma Nagar Colony, Varanasi {U.P.}

Declaration

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

Date:

Archana Bhargava