

Avni Mishra Chopra



About Me



6 Years experience



Noida



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Human Resources Professional having 6 years of experience

Expertise in Recruitment Life Cycle, Talent Acquisition, Talent Sourcing, Boolean Search, Reports, Negotiation, Stakeholder Management and Candidate Management.

::Organisational Experience::

Organization	Designation	Tenure
Accenture (India)	Recruitment Analyst	Jul 2021 – October 2022
Serve Staffing India Pvt Ltd.	Senior IT Recruiter	Mar 2021 – Jun 2021
Tech2Globe Web Solutions LLP	Team Lead- Human Resources	Aug 2016 – Nov 2018
Chikiweb Pvt. Ltd.	Executive – Human Resources	Dec 2015 – Jul 2016
Mentor Graphics India Pvt. Ltd.	Individual Contractor in HR (Internship)	May 2012 – May 2013



Skills

- Screening
- Sourcing
- Boolean Search
- Talent Acquisition
- Interviewing
- Negotiation
- Job Posting
- Background Verification
- Payroll Management
- Advance Excel
- Grievances/Candidate Queries management
- Onboarding
- Exit Formalities



Work Experience

July 2021 – Till Date

Recruitment Analyst

Accenture (India)

- Stake holders Management
- Maintaining and managing sourcing supply to open demands and closing open positions within TAT
- Guiding Sourcing team on search keywords and Target organizations
- Interview Scheduling- coordinating between Business, Candidates and Scheduling team
- HR Interview, Discussions and Negotiation
- Keeping a track of day to day work progress using Abacus (ATS) and MS Excel reporting
- Salary Negotiation, Documentation, Offer discussions and Offer Making
- Reneg management by resolving candidates queries and concerns
- Candidate Status movement until offer is made providing excellent candidate experience through-out the hiring process
- Follow ups until onboarding

March 2021 – May 2021

Senior IT Recruiter

Serve Staffing India Pvt Limited

Worked on projects having clients :

L&T, Mindtree, Qualitest Group

Positions/Requirements worked on ::

- Frontend / Backend Developers, DevOps (AWS/ AZURE), UI/UX, .Net/Mvc, NodeJS, Java, Automation Engineers
- Talent acquisition, Talent Sourcing
- End to end recruitment cycle (Drafting /editing – Job Descriptions, Sourcing through multiple platforms)
- Sourcing profiles from all possible mediums available (Naukri, LinkedIn, Monster, Indeed, Shine, Hirist , Social Media, Personal/Professional References etc.)
- Good at making Boolean search strings
- Scrutinizing best profiles and furthering them to management
- Negotiating
- Follow ups with clients/ candidates
- Actively building professional relationships, keeping in touch - prospective hires till they are on board and settled in their new assignment

August 2016 – November 2018

Team Lead- Human Resources

Tech2Globe Web Solutions LLP.

Delhi

Managed the HR Department, reported to the CEO

- Initiated and aided in creating and further improvement of Tech2globe's product HRM System
- Was the only SPOC for induction and onboarding of new recruits and interns
- Explaining about process, procedures and policies
- Held meetings with employees to evaluate performance and make plans for improvement
- Established open and professional relationship with teams which helped resolve issues and conflicts quickly
- Skip level meetings to understand the root cause issue and working towards resolutions of the same
- Managed overall recruitment-From advertising the job, sourcing, screening till onboarding of qualified potential candidates
- Acted as a staff member advocate, encouraging and supporting managers and employees to identify and resolve conflicts
- Reduced grievances and arbitration need by educating frontline managers on techniques for enhancing interactions between employees and leadership
- Assisted compensation, benefits and performance management system and recreation programs
- Exit formalities

December 2015 – July 2016

Executive – Human Resources

ChikiWeb Pvt. Ltd.

Delhi

- Handled end to end recruitments
- Trainings
- Payroll
- Documentation
- Attendance
- Orientation/ Inductions
- Exit Interview and Formalities

December 2014 – December 2015

Human Resources - Executive

Wizlead Management Services Pvt. Ltd.

Delhi

- Talent acquisition
- End to end recruitment cycle (Drafting /editing – Job Descriptions, Sourcing through multiple platforms)
- Sourcing profiles from all possible mediums available (Naukri, LinkedIn, Monster, Indeed, Shine etc.)
- Good at making Boolean search strings
- Scrutinizing best profiles and furthering them to management
- Negotiation
- Follow ups with clients
- Actively building professional relationships, keeping in touch - prospective hires till they are on board and settled in their new assignment

May 2012 – May 2013

Individual Contractor - HR (Internship)

Mentor Graphics India Pvt. Ltd.

Noida

Roles & Responsibilities:

- Scheduling and coordinating Interviews, follow ups till Joining
- Took care of all joining formalities/On-boarding/Exit formalities
- Preparation of Offer/Appointment Letters
- Preparation of confirmation letters for employees on completion of probation, providing employees with Address/Employment proofs on considerable demand
- Maintaining Employee files
- Maintaining MIS Reports & Data analytics
- Responsible for renewal of GMI/GTLI Policies
- Attendance and leave management



Education

Masters, Business Administration (2012)

Punjab Technical University

Bachelor, Commerce (2010)

Lakshmi Bai College



Professional Qualifications and Affiliations

- LinkedIn certified - Technical Recruiter (CPE Credit-2.20)
- LinkedIn certified in Talent Sourcing
- LinkedIn certified - Performance based hiring
- LinkedIn certified in Building professional relationships (CPE Credit-0.50)
- LinkedIn certified in Recruiting Foundations (CPE Credit-3.60)
- LinkedIn certified in Recognizing and rewarding your workers
- Udemy Certificate of Interviewing Techniques- Ask Better questions, hire better people
(All completed in the year 2020)



Languages

- Hindi
- English

