Surbhi Bhardwaj

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Mobile: 91-7668581812

Career Objective:

Seeking a challenging position in a reputed organization where I can learn new skills, expand knowledge and leverage my learnings.

Education:

Qualifications	Institute & University	Year
MBA – HR	Symbosis University, Pune	2021
B.E (CSE)	Bharat Institute of Trchnology,AKTU	2017
Diploma(CSE)	BTEUP,Lucknow	2014
SSC	Meerut Public School for Girls,Meerut	2008

Specialised Skills

1. End to End Recruitment
2. IT Recruitment
3. Headhunting
4. ATS(Ceipal)
5. Sourcing
6. Screening
7. Stakeholder Management
8. Vendor Management

Experience summary:

Organization	Role	Job Location	Duration
Maternity Break			**(Nov 2021-Nov 2022)**
Spruce IT Pvt Ltd	Talent Acquisition Specialist	Noida	Nov 2020 To October 2021
Pacific IT Consulting Pvt Ltd(Layoff Due to Covidl9)	Consultant Recruitment	Noida	January 2020 — June 2020
ITC Infotech, Gurgaon (Contractual Position)	HR Executive	Gurugram	April 2019-October 2019
Nityo Infotech	Trainee Technical Resource	Noida	September 2018 – April 2019
ETEAM INFOSERVICES	Technical Recruiter	Noida	April 2018-September 2018

Work Experience:

Maternity Break (Nov 2021-Nov 2022)

1. Organization: Spruce IT Pvt Ltd

Duration: Nov 2020 —October 2021

Designation: Talent Acquisition Specialist

Responsibilities:

- Requirements in respect of the candidates' profile, job description and salary payable for different skill sets.
- Sourcing of candidates through job portals, candidate's references, and internal data.
- Work experience in Recruiting IT professionals.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Scheduling, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Client Handling, Salary Negotiation.
- Working closely with Hiring Managers and Different business unit Head to get detailed requirements along with meeting the deadlines.
- Sharing Requirements to various vendors and Coordinating with them. Responsible for creating job posting.
- Conducting telephonic interviews, coordinating interviews with the clients/Vendors, negotiating salary, follow up and closing the positions.

Roles Worked: Java Developer, SAP, Testing, Linux Admin, Full Stack Developer, Middle level to higher level

Clients: Infosys, HCL, Infinite Computer Solutions

2. Organization: Pacific IT Consulting Pvt Ltd (Layoff Due to Covidl9)

  Duration: January 2020 — June 2020

Designation: Consultant Recruitment

Responsibilities:

- Understanding the company's requirements in retrospect of the candidates' profile, job description and salary payable for different skill sets.
- Sourcing of candidates through job portals, candidate's references, and internal data.
- Work experience in Recruiting IT professionals.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Scheduling, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Client Handling, Salary Negotiation.
- Working closely with Hiring Managers and Different business unit Head to get detailed requirements along with meeting the deadlines.
- Sharing Requirements to various vendors and Coordinating with them. Responsible for creating job posting.

- Conducting telephonic interviews, coordinating interviews with the clients/Vendors, negotiating salary, follow up and closing the positions.

Roles Worked: Java Developer, Desktop Support, Technical support engineer, Dot Net developer, Linux Admin, Full Stack Developer, ETL, Content Moderator, and Quality Analyst.

Clients: Cognizant, Genpact, Synechron, Altran, Happiest Minds, Altimetrik, Byte Dance.

3. Organization: ITC Infotech, Gurgaon (Contractual

Position)

Duration: April 2019 — October 2019

Designation   : HR Executive

Responsibilities:

- Understanding the company's requirements in retrospect of the candidates' profile, job description and salary payable for different skill sets.
- Sourcing of candidates through job portals, candidate's references, and internal data.
- Work experience in Recruiting IT professionals.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Scheduling, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Client Handling, Salary Negotiation.
- Working closely with Hiring Managers and Different business unit Head toget detailed requirements along with meeting the deadlines.
- Sharing Requirements to various vendors and Coordinating with them.
- Responsible for creating job posting.
- Conducting telephonic interviews, coordinating interviews with the clients/Vendors, negotiating salary, follow up and closing the positions.

Roles Worked: C++ Developer, Java Developer, Manual Testing, Automation Testing, ETL Testing, BI developer (Qlikview), Database testing, ETL developer, Informatica developer, UI Developer, Sales force (SFDC), SQL developer, ServiceNow Admin/Developer.

Clients: Fidelity, Sunlife Financial, ZS Associate, Samsung India Electronics Pvt Ltd

4. Nityo Infotech (September 2018-April 2019)

Designation- Trainee Technical Resource

Responsibilities

- Handling the end to end recruitment cycle

- Sourcing of candidates profiles from various sources such as

- Referrals (both internal and external), Resume database, Job portals(Naukri,

- Monster, LinkedIn)

- Doing basic level screening of resumes

- Negotiating with candidates upon salary.

- Upload profile on database Software CRM

5. ETEAM INFOSERVICES (April 2018- September 2018)

Designation: Technical recruiter.

Responsibilities

- Handling the end to end recruitment cycle

- Sourcing of candidates profiles from various sources such as

- Referrals (both internal and external), Resume database, Job portals(Naukri,

- Monster, LinkedIn)

- Doing basic level screening of resumes

- Negotiating with candidates upon salary.

- Upload profile on database Software CRM.

Personal Details

Husband Name: Vaibhav Sharma

DOB: 06-June-1992

Location: Noida

Notice Period: Immediate Joiner

Declaration: I hereby declare that the above furnished details are true with proven records.

Place: Noida   Date:

Surbhi Bhardwaj