

Monika Kumari

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Summary

- Dynamic, results focused HR Professional with 3.5 Years of commitment to talent management , analysing and recruiting .Proven track record of success locating ,identifying and closing top candidate talent,with a special emphasis on hard to fill position.

● EXPERIENCE

➤ April 2021- Till Date

Technical Recruiter | Accenture

- HR Professional with End-To-End recruitment life cycle build and maintain candidate relationships to ensure a consistent talent pipeline, proven ability to self-manage multiple positions by sourcing, screening, scheduling, follow up, qualifying, coordinating interviews, taking interviews,negotiating and closing candidate.
- Working experience as HR Analyst and SME Technical recruiter.
- Source candidates through database mining, Internet searches like Naukri, LinkedIn, Google Xray search etc, direct sourcing through various job boards, job fairs, Chrome extension uses and internal referrals.
- Handling HR operation and admin works for organisation whenever needed.
- Having experience in global/international hiring projects, handled different roles like Sourcing, screening, document verification, schedule candidate for interview to close the position
- Having excellent experience with multiple ATS (Application Tracking System).
- Excellent experience with Taleo, Abacus, Hirevue, AE etc
- Being a part of HRSS team responsible for handling candidates queries throughout lifecycle.
- Interfacing with the hiring manager and the supervisors, leading intake meetings, collaborating/communicating consistently to obtain feedback and ensure satisfaction with candidates, and effectively expediting process flow
- Creatively sourcing diverse, high-caliber candidates by maximizing internet resources, social media, referrals, and networking.
- Excellent in hiring diversity candidate to maintain the diversity ratio within the organisation.

➤ JAN 2020 – April 2021

TALENT ACQUISITION SPECIALIST | Success Booster

- Source candidates through database mining, Internet searches like Naukri,LinkedIn etc, direct sourcing through various job boards, job fairs, community conferences,Chrome extension uses and internal referrals.
- Worked as account manager for our clients.
- Research, identify and qualify candidates for client's open IT job positions.
- Responsible for taking care End-To-End Recruitment process.
- Experienced in managing clients ,taking interviews and handling a team of 4-5 peoples.

- Work with hiring managers to define,create job requirements, outline job postings, and develop new sourcing strategies.
- Collaborate with third party recruiting companies to help source candidates from diverse pools of job seeker
- Experienced in maintaining MIS Tracker for candidates and for different clients.
- Actively hiring for IT companies and Non IT companies.Possess strong analytical skills.
- Responsible for delivering on all TA metrics (Cost, Quality and Timeline).
- Strong consulting skills and demonstrated ability to lead the team,strong negotiation skills.
- Trained Interns for our own organization for different clients and requirements.

AUG 2019 – JAN 2020

Business Development Executive | Vedantu Innovation Pvt Ltd

- I am responsible for developing strategic initiative,business development and marketing strategies by conducting in-depth research and analysis of companies and competitors.
- Lead market research effort providing superior and timely quality research and analytical Support for business development .

Year: 2020

Certification | Source Pro

Professional Training | Recruitment & Sourcing

IT Recruitment

Non IT Recruitment

Advance Sourcing Techniques

Social Media Recruiting

Market Mapping

SKILLS

- | | |
|---------------------------------------|----------------------------|
| ✓ ATS(Application Tracking System) | ✓ Keen problem solver |
| ✓ Active Recruiting & Sourcing | ✓ Analytical and Reasoning |
| ✓ Social media recruitment | ✓ Client Management |
| ✓ Expertise in all niche requirements | ✓ People Management Skill |
| ✓ Team Management | ✓ Diversity Management |
| ✓ Candidate management | |

EDUCATION

2018 |M.Sc | Harish Chandra PG College(Affiliated MGKVP university) | Percentage: 50.25%

2014 |B.Sc |S.S.L.N.T college(Affiliated VBU university)| Percentage: 60.47%

2011 |DAV Public School, Dhanbad| Percentage: 69.83%

2009 |DAV Public School, Dhanbad | Percentage: 70.83%

Personal Details

Date of Birth : 14th March 1994.

Father's Name : Deepak Prasad.

Gender : Female.

Available to Join : Immediate