



Pallavi Ahlawat

To work in an organization where I can use my academic and professional qualification which will help in the growth and development

Get in touch!

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Address:

Meerut, Uttar Pradesh, India

Work Experience

Technical Recruiter (HR)

IDC Technologies Solutions India Pvt Ltd | Dec' 9th 2021- Nov 3rd 2022

Identify & understand the clients requirements

Sourcing suitable resources through naukri, LinkedIn & job portals.

Screening applicants for competency with the job requirements.

Arranging telephone, video, or in-person interviews.

Presenting the resumes of the most suitable candidates to the hiring manager.

Inform candidates about skills & procedures of interview.

handling IT hiring (Coders, admin, consultants,analyst, Architect)

Experience in cyber security, network security, software, web,designing & development domain

Working with big MNCs like capgemini/ TCS/ newgen software

HR Executive (IT Recruitment)

V2 Infotech | Jan 2020- July 2021

Screening profiles from various channels viz: internal database, referrals and job portals & networking sites.

Scheduling the different levels of interviews

Communicating/Following up at all stages (Post interview & Post offer)

End to End recruitment: Sourcing, Mass-Mailing, Staffing, and On boarding candidates.

Maintaining and Developing the resume database.

Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.

Academic History

MBA with Dual Specialization

MIET, Meerut | Finance & Marketing | 2016-18

- Percentage: - 7.34 CGPA

B.Com

CCSU, Meerut | 2013-16

- Percentage: - 57

12th

Arya Kanya Inter College | 2012-13

- Percentage: - 72

10th

Arya Kanya Inter College | 2010-11

- Percentage: - 61

Skills

- Acquainted with the knowledge of MS Excel, MS Word, PowerPoint.
- Interpersonal and relationship building skill, Quick learner, Caliber to work under pressure, flexible to the ever-changing technology and confidence and Good presentation and managerial skills.

Languages Spoken

Hindi
English

Internships

HR Intern

Outlook Group of Magazine | Jun 2017 - Jul 2017

Build contacts with potential clients to create new business opportunities.

Keep prospective client database updated.

Make cold calls for new business leads.

Support in writing new business proposals.

Maintain knowledge of all product and service offerings of the company.

HR Intern

EBriks Infotech Pvt Ltd. | Jan 2019 - Jun 2019

Responsible for Employee (In -House) Recruitment Process

Handling Documentation process of the employees

Responsible for taking Face to Face Interview

Handling Joining formalities

Taking Care of employee database with regard to their date of appointment, address, Telephone No's, references, employee dept., code No, and other personal details.

Maintaining attendance sheet and processing attendance sheet for salary payment

Helping Management in deciding action plan for improving team productivity

Preparing full & final settlement of employees

Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly.