

Khumani
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Career Objective:

A strongly passionate and dedicated HR Recruiter seeking a challenging role in areas of IT & Non-IT Recruitment to contribute the best of my abilities towards the achievement of the organization's objectives & attending professional growth while being innovative and resourceful.

Professional Summary:

Strongly dedicated and resourceful HR Recruiter with an excellent record of attracting & identifying talent while mobilizing it to the right channels. With 1+ years' experience in Recruitment into IT & Non-IT.

Successfully hired positions:

- **IT:** - Java Developer, QA Automation Test Engineer, ReactJS Developer, ASP Net Developer, QA Engineer, Database Administrator, Full Stack, SQL Developer, Web Developer, QA Manual Test Engineer,
- **Non-IT:** -Sales Officer, Sr. Sales Officer, Asst Manager, Manager, Digital Marketing, Business Development Manager, Sales Manager, Sr. Sales Manager, Recruiter, Admin, Content Writer, Accounts Manager, Customer Service Executive, Team Lead, Marketing Delivery Manager, Key Account Manager, Field Sales Officer, KYC specialist, Internal Audit, Video Editor, Branding Officer, Inside Sales, International Sales

Area Of Specialization:

- Talent Acquisition
- End to End Recruitment
- Sourcing
- Employee Engagement
- Internal Hiring
- Induction Session
- Onboarding Process
- Joining Process
- Attendance Management
- IT Recruitment
- Non-IT Recruitment Sourcing
- Screening
- Salary Negotiable

Professional Experience:

Working with Bhavyansh Infotech Private Limited (Gurugram) as a Non IT Recruiter (July, 2024 to till date)

Responsibilities:

- Responsible for End to End IT and NON-IT Recruitment Process – Sourcing, Screening, Scheduling and Coordinating Interviews, Joining, On boarding.
- Sourcing Candidates from various Job portals like Naukri, LinkedIn, Referrals, database.
- Working according to requirements – Closing every position from Junior to Senior Level Positions.
- Sourcing candidates through various job-sourcing mediums such as Job Portals, Social media, referrals, posting Jobs on portals, Social Media Platforms like LinkedIn, Mass mailing
- Experience on Internal Requirement, Permanent staffing.
- IT Recruitment experience including analyzing requirements, Sourcing, screening, Scheduling, Lineup, Follow up & post selection formalities.
- Match & Screening and short-listing relevant profiles candidates by checking technical& functional credentials, relevant experience, project experience, communication skills, CTC, notice period, academic credentials
- Screening of Resumes, Sending to Clients for Short listing, sharing of feedbacks to the candidates.
- Scheduling Interviews as per client's availability, follow up with client for feedback & providing feedback to candidates after each stage of the interview process.
- Salary negotiations: Discussing the candidates' needs and understanding their expectations for the salary plus ensuring that the profiles are processed in the given/predefined salary levels in the organization
- Involved in completion of all documentation related to joining formalities

Client - Travel Trivia, Protium Finance, Aditya Birla Finance, Colive, Touchstone, Geetanjali Homestate, , Tata Motors Insurance , Aberco Freight, Scaler Academy , Veefin Solution

Successfully hired positions:

Non-IT: -Digital Marketing, Business Development Manager, Team Leader, Sales Manager , Field sales executive, Business Development Associate, Branding Officer, Escalation Handling Officer , Travel Agent, Customer Service , Inventory Manager , Area Sales Manager , Regional Sales Manager, Inside Sales, Key Account Manager, Export Sales Manager, Event Coordinator, EdTech Sales

**Worked with Justout Source Private Limited (Dwarka) as a Recruiter (August 2023 to June 2024)
(10 Months)**

Responsibilities:

- Responsible for End-to-End Recruitment Process – Sourcing, Screening, Scheduling and Coordinating Interviews, Joining, On boarding.
- Sourcing resume through different modes - Job portals (Naukri & Shine, Employee and Candidate Referrals, LinkedIn, Databases etc.
- Involved in full recruiting life cycle and end to end recruitment.
- Understanding the requirements from the client, it includes Skill set, Experience level (Total exp/ relevant exp), work location, notice period.
- Scheduling the Interviews for the shortlisted candidates it may be a Telephonic round/ direct or Face toFace/ skype or Google Hangout.
- Continuous Follow-ups with the candidates from initial 1st round of discussion till final round of interview.
- Sending interview invite to the shortlisted candidates.
- Sending interview schedule to the client along with the tracker.
- Continuous Follow-ups with the candidates until the candidate ONBOARD (Joins).

Clients –Ashapura Minechem, Ramco Cement, Mehta Group, Mobiveil, BDC Distribution, Vinmar International, Technical Associate Ltd (TAL) , TPS Infrastructure , SFS Group, LMW (Laxmi Machine Works)

Successfully hired positions:

IT: -Software Test Engineer (Manual/Automation),

Non-IT: -Digital Marketing, Business Development Manager, International Marketing Manager, Saas Sales, Content Writer, Executive Assistant, Enterprise Sale, Team Leader, Sales Manager , BPO Hiring, Field sales executive, Business Development Associate, IT Sales, Branding Officer, Escalation Handling Officer , Travel Agent, Customer Service , Inventory Manager , Hardware Sales, Area Sales Manager , Regional Sales Manager, Inside Sales, Key Account Manager, Export Sales Manager, Event Coordinator

Worked with Hardcipher Private Limited (Internship) as a Talent Manger (December 2021 to March 2022) (3 Months)

Responsibilities:

- Performing in-person and phone interviews with candidates.
Sending mail or joining formalities to employees.
- Ensuring timely completion of joining formalities and submission of documents to Senior HR ID Card request/ Bank document opening.
- Screening and Inviting job applicants for interviews, conducting employee review and induction assisting in the recruitment development.
- Monitoring the work of recruitment agencies, writing up job description for upcoming vacancies and coordinating activities between Hr. Team.
- Present the employee performance report and handover it to the concern manager.
- Screening and shortlisting the resume of candidate on different portals (Naukri. Com, LinkedIn, Shine, Google Searches)
- Maintain and ready the list of interview and handover it to the senior Hr.

Worked on profiles – Digital Marketing, HR Recruiter, Non It Recruiter, Video Editor, Content Writer , SEOspecialist, Business Development, Web Developer

Client—Internal Hiring

Educational Qualification:

- Master of Business Administration from Manipal Jaipur University, 2023-2025(Pursuing)
- Bachelor of Computer Application from IITM, Janakpuri 2017-2020
- Senior Secondary (12th) from Queen's Valley School, CBSE , Dwarka , 2017
- Secondary (10th) from from Queen's Valley School, CBSE , Dwarka , 2015

Personal Details:

- Marital Status: Unmarried
- Gender: Female
- Languages: English, Hindi
- Address: Palam, Dwarka Sector-7, Delhi-110045