

SRIVASTAVA, GARIMA

(Human Resource Professional)

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Human resource generalist with managing employee benefits, employee hiring & onboarding, tracking and maintaining HR records. Dependable and organized team player with the ability to communicate effectively and efficiently and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve HR initiatives. Skilled at building relationships with employees across all level of an organization.

EXPERIENCE

AMS (Sr. Sourcer)

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Delhi

Novo Nordisk (Client) (TA)

||

March 2022 to Till date

Profile:

- ❖ Work as an **RPO Model** in Novo Nordisk, act as **Talent Acquisition Sourcer Specialist**, Providing efficiency and flexibility to the recruitment process. **End to End** in recruitment process.
- ❖ Handling Novo Nordisk **Career Portal, Sourcing, Screening & Scheduling** the candidates, filling their PSF Forms & Uploaded in Success Factor and move them with next level of Recruitment process.
- ❖ Designing and updating job descriptions on various portal. Good knowledge in **Success Factor, Avature, Workday & Darwin box**. Guide, mentor and develop new colleagues.
- ❖ Identifying the potential candidates through **External sourcing – Naukri, LinkedIn, Shine, Monster**. Also create **Intel Card & Market Insight** report for analyses as per availability of the desired skill.
- ❖ **Client Handling** - Day to Day Interaction with client regarding recruitment process, RSD Meeting, Job requirement & Escalation, Handling **IT & Non – IT** profiles both. **Non-IT Profiles** – Sales & Marketing, Finance, HR, Production, Purchase, R&D. **IT profiles** - Cyber Security, Developers, SAP, Business Analytics, Data Scientist & IT User Service etc.
- ❖ Proven skills in driving complete **recruitment function** across Junior, Middle to Senior Management levels with passion for providing right people at the right place within scheduled timeline and budget.
- ❖ Monitor key **HR metrics** (TAT), including time-to-fill, time-to-hire and source of hire.
- ❖ Provide support to HR Coordinator & Admin team for maintaining **HR Records & Data management**.
- ❖ Supervise respective teams for background verification offer generation, pre-on boarding.
- ❖ Reward & Recognition: Facilitate instant recognition within premises – Appreciate cards/ Thankyou / Well done cards, available at easy access.

MNR Solutions Pvt Ltd
Talent Acquisition Executive

|| Noida (U.P.)
|| June 2021 to Feb 2022 (9 months)

Profile:

- ❖ Worked as a Recruiter, managing End to End Recruitment life cycle. Identifying the potential candidates through various **sourcing sites**- Internal Database , job portal, LinkedIn, Naukri , Mass Mailing, Referencing, Monster, Shine, Hirst etc. to fill the vacancies and stimulating them to apply for the jobs.
- ❖ Experience in **end-to-end technical recruiting**, including understanding resource requirements, pre-screening candidates, conducting interviews, salary negotiation, offer process and onboarding process.
- ❖ Handled complete **Recruitment Life Cycle** from initial job requisition to offer extension till Onboarding.
- ❖ **Offer negotiation**: Extend competitive offers and negotiate salary and benefits packages.
- ❖ Good knowledge in Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- ❖ Proficiency with Boolean Search techniques & XRay searching capabilities.
- ❖ Managing the **onboarding process** and providing information and assistance to new employees. Maintaining and updating **employee records**, both physical and digital
- ❖ Supporting in **Employee Engagement program, BGV, Training & Development, Induction process, Employee Documentation Records, Callender Management.**

INTERNSHIP

TATA PUNEET AUTOMOBILES PVT. LTD.

|| Lucknow

HR Intern

|| May 2019 to Oct.2019 (6 Months)

Profile:

- ❖ Coordinate with HR team for **Recruitment process**, assist in posting job openings and reviewing resumes.
- ❖ Coordinate **interviews** and communicate with candidates.
- ❖ Handled walk – in – drive, from blue collar to white collar employees & helping HR Teams in **Recruitment process**.
- ❖ Providing support to HR team for **Training & development** program, updating **HR Database** records.
- ❖ Maintained **Employee's Records** regarding **On- boarding & Off- boarding** process.
- ❖ Coordinate the **Employee engagement Program** for Organized Event & games according to festival season.

SKILLS

- ❖ Talent Acquisition Management
- ❖ HRIS Tool – Success factor, Darwin Box, Workday
- ❖ MS- Office, Outlook, Excel, PPT
- ❖ Recruitment
- ❖ Scheduling
- ❖ Employee Engagement, Training & Development
- ❖ Onboarding, Induction
- ❖ Data Analysis, HR metrics

PROFESSIONAL QUALIFICATIONS

BANASTHALI VIDHYAPITH, RAJASTHAN

|| 2018-2020

MBA (HR & MARKETING)

|| 74%

NIELIT INSTITUTE, FAIZABAD

|| 2014

CCC

|| 'C' GRADE

EDUCATIONAL QUALIFICATIONS

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| DR. R.M.L. AWADH UNIVERSITY, FAIZABAD (M.Com.) | | 2016-2018 59.5% |
| DR. R.M.L. AWADH UNIVERSITY, FAIZABAD (B.Com.) | | 2013-2016 58.6% |
| CANOSSA CONVENT GIRLS INTER COLLGE, FAIZABAD INTERMEDIATE | | 2012-2013 68% |
| CANOSSA CONVENT GIRLS INTER COLLGE, FAIZABAD HIGH SCHOOL | | 2010-2011 70% |

PROJECT

❖ Successfully completed project on “**Recruitment and Selection**” during the internship at “Puneet Tata Automobiles,” (Lucknow) from 15/05/2019 to 15/10/2019.

- Identifying the Hiring Needs.
- Preparing the Job Description.
- Talent Search.
- Screening and Shortlisting.
- Interviewing.
- Evaluation and Offer of Employment.
- Introduction and Induction of the New Employee.

EXTRA CURRICULUR ACTIVITIES

- ❖ Participant of sparkle group of MBA session Udaan 2019.
- ❖ Participant of Bhartiya Prabandhan in Management.
- ❖ Participant of National Conference of Corporate Governance.
- ❖ Participant of cultural event in college fest.
- ❖ Participate of online Excel program.

PERSONAL DETAILS

Date of Birth : 14th Dec. 1996
Father's Name : Mr. A.K. Srivastava
Mother's Name : Mrs. Meena Srivastava
Language known : Hindi and English
Marital Status : Single

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.



GARIMA SRIVASTAVA